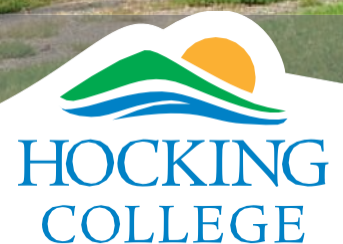


College Catalog

2025-2026



hocking.edu

President's Welcome

If you are a hands-on learner and you enjoy experiencing things, not just learning about something, you have found your ideal place to learn at Hocking College. Your educational pathway includes industry relevant certificate(s), an associate degree and a pathway to an advanced degree in your chosen field.

You will be inspired every day by qualified faculty with credentials and relevant experience in their field. They will share with you the knowledge and skills to follow your dream career and great stories from their real-world experience. Our faculty are available in and out of class and serve as your advisor to help you navigate your college path through to a career.

You will form lifetime friendships among faculty and staff dedicated to you and your success. You will find support programs designed to assure you don't fall through the cracks academically and community support services designed to keep you in school and see you graduate.

Southeastern Ohio is a community of "can do" people. Hocking College provides the environment for you to grow in that "can do" mind-set needed for a life of success in your chosen career. Experience Hocking College and get the Hocking Advantage to achieve your dreams.

Sincerely,



Betty Young, Ph.D., J.D., LL.M.
President Hocking College



Mission Statement



Mission

Adopted by the Hocking Board of Trustees

We serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.

Purposes

Technical Career Preparation and Enhancement

We provide hands-on technical education that prepares learners to be successful in the workplace. Learning opportunities prepare individuals with specific knowledge, skills, and attitudes for entry-level technical positions and for career advancement. Academic, professional and government standards are utilized to measure success.

General Education

Our General Education Program is built on the belief that general education is essential to all work and participation in local and global societies. General knowledge, skills, and attitudes, known as Institutional Outcomes, have been adopted. These represent minimum expectations for a college-educated adult. Institutional Outcomes are woven into and assessed throughout the curriculum.

Student Development

We will support intentional co-curricular high-impact experiences where students can integrate their academic, personal and career development through collaborative academic and local engagement initiatives. Comprehensive personal and academic development will be promoted in college residence halls, athletic programs, college work programs, in policies and procedures, and the Academic Success Center will help develop students for a life of success beyond college.

Transfer

We collaborate with other institutions of higher education and with high schools to facilitate students' smooth passage between institutions. The transfer module, associate of individualized studies, applied associate degrees and transfer agreements with other institutions of higher education provide pathways for transfer of programs and courses.

College Readiness

We are committed to providing dual credit within high schools, accelerating the students' time to degree and reducing financial stress for students and their families. We are committed to creating an environment of learning and academic support that helps students to persist, and develop the confidence and skills to succeed.

Economic Development

We will help enhance the economic vitality of the community by providing customized education and training for local employers and organizations, and by collaborating with other institutions of higher education and community partners to recruit new employers to the area. We will work actively with advisory groups, local, regional, national, and international organizations to assist with business development and economic expansion.

Lifelong Learning

We are a learning community committed to the enhancing and enriching each of our community members through broad-ranging educational opportunities offered throughout their lives. We foster learning as a continuous journey toward increased support for academic and professional success and all other members of our extended community.

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General Information



Important Contact Information

Academic Success Center.....	740.753.7104
Admissions.....	740.753.7050
Cashier.....	740.753.7029
Community Relations/Marketing.....	740.753.6540
Foundation and Alumni Relations.....	740.753.7010
Financial Aid	
Last Name A-L.....	740.753.7056
Last Name M-Z.....	740.753.7059
Human Resources.....	740.753.6449
International Services.....	740.753.7053
Library.....	740.753.6332
McClenaghan School of Hospitality.....	740.753.7601
Office of Military and Veteran Affairs.....	740.753.6122
Regional Campus: Logan.....	740.380.9315
Regional Campus: Perry.....	740.342.3337
Registrar.....	740.753.7042
School of Allied Health and Nursing.....	740.753.6350
School of Arts, Science and Education.....	740.753.6130
School of Natural Resources and Public Safety.....	740.753.6304
School of Workforce Development.....	740.753.7018

General Information

The Hocking College catalog is published annually. The catalog is intended for use from August 2025 through August 2026. The college may modify curriculum during the year.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and Hocking College. Failure to read this catalog does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the college reserves the right to make and designate the effective date of changes in policies, procedures, programs, or people at any time such changes are considered to be desirable or necessary.

Hocking College does not discriminate based on race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status, or any other legally protected class in admission of students, educational programs and policies, employment, or other activities.

Notice Of Privacy Rights (FERPA)

The Family Educational Right and Privacy Act of 1974 (FERPA),

as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. FERPA is designed to protect the privacy of educational records.

The student's educational record is confidential and will only be disclosed at the written request of the student, alumnus, or to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. The only information that may be released without the student's permission is name, dates of attendance, full-time or part-time enrollment status, honors and awards received, degree(s)/certificates(s) awarded, if any, address, phone number, Hocking College email address, participation in officially recognized sports and activities, and photograph. Photographs may be used for marketing, publicity, and newsworthy events. Directory information may be released without consent of the student, unless the student has requested in writing that information designated as directory information not be disclosed.

Students may inspect and review their educational records by submitting a written request to the Registrar that identifies as precisely as possible the record or records he or she wished to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. The college reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents; (2) those records that are excluded from the FERPA determination of educational records.

Students who believe that their educational records are inaccurate, misleading, or in violation of their privacy rights may ask to have them corrected. Additional information regarding this policy may be found on the Hocking College website.

Notice of Non-Discrimination

Hocking College does not discriminate against any individual on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present, or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation.

General Information

If you have any questions, please contact the Hocking College Ombudsman by email at ombudsman@hocking.edu.

Accreditation

Hocking College is accredited by the Higher Learning Commission, an independent corporation.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
800.621.7440 / 312.263.0456 / Fax: 312.263.7462
info@hlcommission.org
www.higherlearningcommission.org

General Information

Academic Calendar

2025-2026

Summer Term	May 12 – August 1, 2025
Last Day to Register (12 week courses).....	May 11, 2025
Summer Term Begins (12 week courses).....	May 12, 2025
Census Date (15th day of term).....	May 26, 2025
Holiday - Memorial Day - College Closed.....	May 26, 2025
Summer Graduation Application Due.....	June 6, 2025
Last Day to Order Caps/Gowns.....	June 6, 2025
Last Day to Register (8 week courses).....	June 8, 2025
8 Week Courses Begin.....	June 9, 2025
Holiday - Juneteenth - College Closed.....	June 19, 2025
Holiday - Independence Day - College Closed.....	July 4, 2025
Last Day to Drop/Withdraw (12 week and 8 week courses).....	July 4, 2025
Summer Term Ends.....	August 1, 2025
Summer Commencement.....	August 2, 2025

Autumn Term	August 18 - December 12, 2025
Start week.....	August 11 - August 15, 2025
Last Day to Register (16 week and first 8 week courses).....	August 17, 2025
Autumn Term Begins (16 week and first 8 week courses).....	August 18, 2025
Census Date (15th day of term).....	September 1, 2025
Holiday - Labor Day - College Closed.....	September 1, 2025
Autumn Graduation Application Due.....	September 12, 2025
Last Day to Order Caps/Gowns.....	September 12, 2025
Last Day to Drop/Withdraw (first 8 week courses).....	September 12, 2025
Fall Break - College Open, No Courses.....	October 13 – October 15, 2025
Last Day to Register (second 8 week courses).....	October 15, 2025
HC Professional Development Day (All Students, Faculty & Staff 8-5; All evening courses held).....	October 15, 2025
Second 8 Week Courses Begin.....	October 16, 2025
Holiday - Veterans Day - College Closed.....	November 11, 2025
Last Day to Drop/Withdraw (16 week and second 8 week courses).....	November 14, 2025
Holiday - Thanksgiving Break - College Closed.....	November 27 - November 28, 2025
Autumn Term Ends.....	December 12, 2025
Autumn Commencement.....	December 13, 2025
End of Term for Faculty.....	December 16, 2025
Winter Break - College Closed.....	December 22, 2025 – January 2, 2026
Holiday - Christmas - College Closed.....	December 25, 2025

Spring Term	January 12 - May 8, 2026
Holiday - New Years Day - College Closed.....	January 1, 2026
College Opens.....	January 5, 2026
Start week.....	January 5 - January 9, 2026
Last Day to Register (16 week and first 8 week courses).....	January 11, 2026
Spring Term Begins (16 week and first 8 week courses).....	January 12, 2026
Holiday - Martin Luther King Day - College Closed.....	January 19, 2026
Census Date (15th Day of Term).....	January 26, 2026
Spring Graduation Application Due.....	February 6, 2026
Last Day to Order Caps/Gowns.....	February 6, 2026
Last Day to Drop/Withdraw (first 8 week courses).....	February 6, 2026
Spring Break - College Closed.....	March 9 - March 13, 2026
Last Day to Register (second 8 week courses).....	March 15, 2026
College Opens - Second 8 Week Courses Begin.....	March 16, 2026
HC Professional Development Day (All Students, Faculty & Staff 8-5; All evening courses held).....	March 25, 2026
Holiday - Good Friday - College Closed.....	April 3, 2026
Last Day to Drop/Withdraw (16 week and second 8 week courses).....	April 10, 2026
Spring Term Ends.....	May 8, 2026
Spring Commencement.....	May 9, 2026
End of Term for Faculty.....	May 11, 2026

2026-2027

Summer Term	May 11 – July 31, 2026
Last Day to Register (12 week courses).....	May 10, 2026
Summer Term Begins (12 week courses).....	May 11, 2026
Census Date (15th day of term).....	May 25, 2026
Holiday - Memorial Day - College Closed.....	May 25, 2026
Summer Graduation Application Due.....	June 5, 2026
Last Day to Order Caps/Gowns.....	June 5, 2026
Last Day to Register (8 week courses).....	June 7, 2026
8 Week Courses Begin.....	June 8, 2026
Holiday - Juneteenth - College Closed.....	June 19, 2026
Holiday - Independence Day - College Closed.....	July 3, 2026
Last Day to Drop/Withdraw (12 week and 8 week courses).....	July 10, 2026
Summer Term Ends.....	July 31, 2026
Summer Commencement.....	August 1, 2026

Autumn Term	August 17 - December 11, 2026
Start week.....	August 10 - August 14, 2026
Last Day to Register (16 week and first 8 week courses).....	August 16, 2026
Autumn Term Begins (16 week and first 8 week courses).....	August 17, 2026
Census Date (15th day of term).....	August 31, 2026
Holiday - Labor Day - College Closed.....	September 7, 2026
Autumn Graduation Application Due.....	September 11, 2026
Last Day to Order Caps/Gowns.....	September 11, 2026
Last Day to Drop/Withdraw (first 8 week courses).....	September 18, 2026
Fall Break - College Open, No Courses.....	October 12 – October 14, 2026
Last Day to Register (second 8 week courses).....	October 14, 2026
Second 8 Week Courses Begin.....	October 15, 2026
HC Professional Development Day (All Students, Faculty & Staff 8-5; All evening courses held).....	October 21, 2026
Holiday - Veterans Day - College Closed.....	November 11, 2026
Last Day to Drop/Withdraw (16 week and second 8 week courses).....	November 20, 2026
Holiday - Thanksgiving Break - College Closed.....	November 26 - November 27, 2026
Autumn Term Ends.....	December 11, 2026
Autumn Commencement.....	December 12, 2026
End of Term for Faculty.....	December 15, 2026
Winter Break - College Closed.....	December 21, 2026 - January 1, 2027
Holiday - Christmas - College Closed.....	December 25, 2026

Spring Term	January 11 - May 7, 2027
Holiday - New Years Day - College Closed.....	January 1, 2027
College Opens.....	January 4, 2027
Start week.....	January 4 - January 8, 2027
Last Day to Register (16 week and first 8 week courses).....	January 10, 2027
Spring Term Begins (16 week and first 8 week courses).....	January 11, 2027
Holiday - Martin Luther King Day - College Closed.....	January 18, 2027
Census Date (15th Day of Term).....	January 25, 2027
Spring Graduation Application Due.....	February 5, 2027
Last Day to Order Caps/Gowns.....	February 7, 2027
Last Day to Drop/Withdraw (first 8 week courses).....	February 12, 2027
Spring Break - College Closed.....	March 8 - March 12, 2027
Last Day to Register (second 8 week courses).....	March 14, 2027
College Opens - Second 8 Week Courses Begin.....	March 15, 2027
HC Professional Development Day (All Students, Faculty & Staff 8-5; All evening courses held).....	March 24, 2027
Holiday - Good Friday - College Closed.....	March 26, 2027
Last Day to Drop/Withdraw (16 week and second 8 week courses).....	April 16, 2027
Spring Term Ends.....	May 7, 2027
Spring Commencement.....	May 8, 2027
End of Term for Faculty.....	May 10, 2027

General Information

Our Vision

The Hocking College Board of Trustees, administration, faculty, and staff share a vision that honors the Hocking College legacy of innovation and creativity: delivering relevant programs in high-demand career pathways including transfer programs.

Hocking College will be a partner and a leader in regional economic development to address social and economic disparity and provide upward mobility to those we serve. We aspire to provide an affordable comprehensive college experience with opportunity for development of the mind, body, and spirit, to be a welcoming place for those who seek a relevant world-class and hands-on experiential learning experience in a caring, supportive, and nurturing environment.

College Values

Excellence in Education

We value experience-based learning, student success and development both inside and outside of the classroom. We are committed to student leadership, academic completion, career readiness, job placement and maximizing transfer credit.

Continuous Improvement and Innovation

As we teach, so shall we learn. We value a quality learning and working environment through the development of data-informed processes and a climate that fosters creativity. We seek to discover best practices to serve our students in excellence.

Responsive and Relevant Programming

As a dynamic and evolving institution, we value innovating with partners in economic development and higher education to provide experience-based, entrepreneurial, responsive, and relevant opportunities for our students to learn and grow, and to cultivate expertise toward their future careers, and to develop their transfer opportunities.

Commitment to Community

We value an environment that encourages input from our students, our community and each other. We foster a culture of collegial community, both within Hocking College and in the society we inhabit. We value local, state, national and international, new, continued, and renewed partnerships that unite the campus and community. Service learning and entrepreneurship are integral aspects of student success and encourages the pursuit of the greater good for our world.

Access and Completion

As an open-access institution, we value our entire student population: the career-focused student, the transfer student, the early access grade 6-12 student and the lifelong learner. We are committed to providing opportunities for all those seeking

an education and providing supportive services to enhance the learning experience leading to skill development, certificate, and degree completion.

Well-Being

We value optimizing the benefits of learning by appreciating the whole person, and advancing the authentic learning of all aspects of balanced well-being, including physical, psychological, spiritual, financial, social, cultural, and personal well-being.

Statement of Commitment

At Hocking College, we are committed to transforming the lives of our students by providing an accessible, high-quality, and student-centered education in a caring, supporting environment. In alignment with our mission to prepare students for careers, advanced education, and lifelong learning, we affirm the following principles as part of our institutional commitment under Section 3345.0216 of the Ohio Revised Code:

Commitment to Free and Rigorous Inquiry

Hocking College will educate students through free, and rigorous intellectual inquiry in pursuit of truth. We support a learning environment that encourages critical thinking, evidence-based reasoning, and civic discourse.

Fostering Independent Thought

We believe our duty is to provide all students the opportunity to develop the intellectual skills needed to reach their own informed conclusions. Our faculty and staff are dedicated to guiding students without imposing personal ideology or political bias.

Upholding Free Speech and Lawful Assembly

Hocking College will not prohibit free speech or lawful assembly. We foster a community where expression is protected and where voices can be heard respectfully and lawfully.

Creating a Respectful Community of Inquiry

We are committed to a campus culture rooted in civil and free inquiry. This includes support for individual autonomy, for personal and academic growth, and support for differing opinions and perspectives that naturally arise in a varied academic community.

Ensuring Opportunities and Individual Dignity

Hocking College will treat all faculty, staff, and students as individuals, holding all to common standards and ensuring

General Information

common opportunities, and individual dignities. We do not discriminate based on race, ethnicity, religion, sex, sexual orientation, gender identify, or gender expression.

Programs of Study

School of Allied Health & Nursing

- Dental Hygiene
- Fitness Management
- Healthcare Informatics
- Medical Assistant
- Nursing-Practical Nursing
- Nursing-Registered Nursing
- Physical Therapist Assistant
- Social Work

School of Arts, Science & Education

- Associate of Arts
- Associate of Individualized Study
- Associate of Science
- Associate of Technical Study
- Early Childhood Teacher Education

School of Natural Resources & Public Safety

- Canine Assisted Services
- Criminal Justice-Major in Law Enforcement
- Environmental Science
- Equine Health & Complementary Therapies
- Equine Teaching & Training
- Farrier Science & Business
- Fire & Emergency Services
- Fish Management & Aquaculture Sciences
- Forest Management
- Laboratory Sciences-Major in Cannabis Laboratory
- Natural Resources Law Enforcement
- Parks & Museum Education
- Wildlife Resources Management

School of Workforce Development

- Accounting & Financial Services
- Advanced Manufacturing & Engineering Technologies
- Automotive Technology
- Baking
- Business Management & Entrepreneurship
- Cabinetmaking & Architectural Millwork
- Construction Management-Carpentry
- Construction Management-Commercial & Residential Electricity
- Construction Management-HVAC
- Culinary Arts
- Cyber Security & Network Systems
- Fashion Design & Retail Merchandising
- Fermentation Science

- Film & Video Production
- Heavy Equipment Management
- Hospitality & Events Management
- Music & Recording Industry
- Sports Management
- Water & Wastewater Management

Title IV Certificate

(Eligible for Federal Financial Aid)

- Advanced Welding Certificate
- EMT-Paramedic Certificate
- Firefighter Certificate
- Heavy Equipment Operator Certificate
- Ohio Peace Officer Training Academy
- Timber Harvesting & Tree Care

Non-Title IV Certificate

(Not Eligible for Financial Aid)

Go to <https://www.hocking.edu/majors> for more information on short term certificates.

- Apparel Technician Certificate
- Automotive Technology Certificate
- Baking
- Canine Groomer Certificate
- Canine Trainer Certificate
- Commercial Driver License Certificate
- Cooking
- Entrepreneurship Certificate
- Expanded Function Dental Auxiliary
- Film Certificate
- Natural Resources Conservation Contractor Certificate
- Natural Resources Field School Certificate
- Sales Certificate
- Wastewater Treatment Operator Apprenticeship
- Wastewater Treatment Operator Certificate
- Water Treatment Operator Apprenticeship
- Water Treatment Operator Certificate

Accreditation

Hocking College is accredited by the Higher Learning Commission, an independent corporation.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
800.621.7440 | 312.263.0456 | Fax: 312.263.7462
info@hlcommission.org
www.higherlearningcommission.org

Hocking College also holds occupationally specific accreditation in a number of programs, including the following:

Program	Accrediting/Approving Agency
Advanced Welding	American Welding Society (AWS) American Society of Mechanical Engineers: ASME Section XI Boiler and Pressure Vessel Code
Baking	American Culinary Federation (ACF)
Commercial Driver's License	Ohio Department of Public Safety and the Ohio Department of Transportation
Culinary Arts	American Culinary Federation (ACF)
Dental Hygiene	Commission of Dental Accreditation/CODA
EMT/Advanced EMT	Ohio Department of Public Safety, Division of EMS
Fire Program	Ohio Department of Public Safety, Division of EMS (Charter 315)
Forest Management	Society of American Foresters (SAF)
Healthcare Informatics	Certified Associate in Health Information & Management Systems (CAHIMS)/ Health Information Management System Society Certified Billing and Coding Specialist (CBCS)/National Commission for Certifying Agencies Certified Electronic Health Records Specialist (CEHRS)/National Commission for Certifying Agencies
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Nursing	Ohio Board of Nursing/Approving Agency Accreditation Commission for Education in Nursing - ACEN (RN Only)
Paramedic	Commission on Accreditation of Allied Health Education Programs as recommended by the Committee on Accreditation of EMS Programs
Physical Therapy Assistant Program.....	Commission on Accreditation of Allied Health Education Programs (CAPTE)

About Hocking College

Located in Nelsonville, the main campus is situated on 2,300 acres in beautiful southeastern Ohio. More than 50 associate degree programs and certificate programs are offered within four different schools of study.

The Hocking College Perry Campus in New Lexington, Ohio is nestled on 2.5 acres along State Route 37, just west of New Lexington. The Perry Campus provides another learning opportunity for area students. All Perry Campus students are commuters. While most courses are available in a traditional format, some Perry Campus classes can be tailored to your schedule so you may complete them at your convenience.

Situated in Hocking County, Ohio, is our education site—the Hocking College Logan site. This site includes the Energy Institute, built to LEED Platinum standards of energy efficiency. Green features are incorporated into the very infrastructure of the building, such as daylight harvesting, a green roof, a solar thermal unit, ground source heat pumps, integrated photovoltaic, bioswales, and more.

Board of Trustees

Jeanette Addington..... *New Lexington, Ohio*
CFO, Ludowici

Stuart Brooks..... *Nelsonville, Ohio*
Retired

Mike Budzik..... *Logan, Ohio*
Former Chief of the Ohio Division of Wildlife

Leon Forte..... *Nelsonville, Ohio*
Founder and Senior Pastor of Grace Christian Center

Jessica Hoag..... *Logan, Ohio*
CEO, Fairfield Community Supports, LLC

Alan McMillan..... *Athens, Ohio*
Retired

Ben Mitchell..... *Glenford, Ohio*
North American Strategic Marketing Management Team,
AkzoNobel Coatings, Inc.

Shaun North..... *Logan, Ohio*
Founder of North Fitness Center

Excellence and Relevance in Education

The faculty and administration of Hocking College take pride in their ability to make learning meaningful. Using a method called Outcomes Based Education, Hocking offers relevant programming and courses by working directly with employers to evaluate market conditions and determine the skills necessary for graduates. Curriculums are then built around these outcomes and real-world goals.

Hocking College creates courses that teach the essential skills employers demand as most important for success in a given field, and ensures students are able to properly perform them before graduation. The college engages in experience-based, authentic learning and evaluation methods based upon employer requirements. Hocking College is focused on the skills our students need to thrive, both in their chosen field of study and in success skills necessary for the world of the future.

The college encourages feedback from students and the community, with the goal of fostering a culture of community, both within the bounds of Hocking College and in society as a whole. Hocking College values new, continued, and renewed partnerships that unite the campus and community and strengthen academic programming. Hocking College succeeds in providing a quality learning environment by providing constant attention to helping students succeed. The college is in a state of continuous improvement by striving to understand and reinforce the best practices that serve our students.

Catalog/Curriculum in Force Policy

Requirements for a student to complete a degree are based initially on the Hocking College catalog/curriculum which is in force at the time of the student's first term of credit enrollment. When a student stops attending, he/she is no longer considered an active student. Once a student is inactive for one academic calendar year or two consecutive semesters, upon re-admission to the College, the student will begin the program under the most current Hocking College catalog/curriculum.

When a student changes his/her program of study, the student will be placed into the current catalog year at the time of the program change.

For the purposes of this policy, an academic calendar year is considered two semesters, autumn and spring.

Institutional Outcomes

These Institutional Outcomes have been adopted as expectations for success beyond college.

- Demonstrate sound critical thinking, information literacy and technological competency in the production of academic writing and presentations.
- Apply the methods of mathematical, statistical, or analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings.
- Demonstrate an awareness of the social, political, and economic trends past and present which shape individuals, institutions, and communities in the modern world.
- Demonstrate a foundation of knowledge in the natural sciences based on theory and laboratory skills.

General Information

- Cultivate ethical values, personal wellness, and personal learning strategies in the development of the whole person, mind, body and spirit.
- Integrate content material to application in the workforce and apply discipline-specific knowledge and skills to successfully transfer or effectively meet the expectations of internships, workplace, volunteerism, and/or entrepreneurship endeavors.
- Effectively utilize the Ethical and Professional application of current information and technologies using Artificial Intelligence (AI) to create solutions, and adapt to evolving professional environments.

Assessment of Student Academic Achievement

Hocking College's assessment program supports the institution's mission, ensuring that we maintain programs of excellence, by assessing the academic achievement of its students. The college also assesses the effectiveness of developmental programs designed to enable under-prepared students to complete college level courses. Measuring students' abilities and knowledge allows faculty to make educated, continuous quality improvements by adjusting how and what they teach. In addition, assessment information is reported to federal, state, and regional bodies, and to external agencies that accredit Hocking's programs of study. The institution measures student academic achievement through multiple measures including evaluation of the practicum or clinical experience, performance and traditional testing, licensure/certification examination results, capstone experiences, student, graduate, and employer surveys, along with other methods. Students participate in these important activities to assure themselves and others the highest quality education.

Enrollment Procedures

New Student Admission

Admissions

877.HOCKING | 740.753.7050 or admissions@hocking.edu

Students are encouraged to visit campus and find out more about the programs that make Hocking College a distinctive educational experience. Campus visits offer the opportunity for prospective students to speak to other students who have made the choice of a Hocking education. Multiple visit options are offered. Advanced reservations are requested. For additional information, visit www.hocking.edu/visit.

Hocking Showcase

Our most popular visit option, the Hocking Showcase enables prospective students to immerse themselves in our programs and select from multiple schools of interest.

Individual Visits

Individual visits can be planned through the Admissions Office for convenient scheduling.

Transfer Student Admissions

A student wishing to transfer credits into Hocking College must complete the new student admissions process. Students must have earned a grade of D or higher. Grades of "pass" and "credit" are considered for transfer credit. In compliance with the Ohio Transfer and Articulation Policy, grades of D- will be accepted for all college-level courses from an Ohio public institution.

Hocking College transfer students are subject to all program entrance requirements, including minimum course grades and GPAs. Transfer students who must repeat courses to meet these requirements will follow the same rules for repeating courses as students who begin at Hocking College.

International Student Admissions

Hocking College seeks a culturally diverse campus and welcomes international student applicants. International Student Services will evaluate each applicant and determine issuance of an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) after obtaining the following documentation:

Financial Statement

International student applicants must submit a financial statement certifying that financial resources are available for education and support while studying at the college.

Transcripts

Official credentials, including subject and grades, must be received from all secondary schools, colleges, or universities that the international student applicant has attended. If credentials are not in English, an official translation must be provided.

English Language Proficiency

Results from the Test of English as a Foreign Language (TOEFL) exam are not required for international student admission. Students are assessed upon their arrival at the college. Based on the assessment, students may be required to attend ESL classes until proficiency is obtained. Students in upper-level ESL courses may be eligible to take technical courses simultaneously.

Transfer

Hocking College accepts international students who may wish to transfer from other U.S. colleges and universities. Students who wish to transfer should follow the application procedures outlined above.

College Credit Plus

Hocking welcomes College Credit Plus students who demonstrate college readiness in grades seven through twelve. There are two opportunities for eligible students to earn college credit while still in high school. They may take classes through the college, both on campus and online. In addition, the college has many classes offered by our high school partners throughout the state.

General Information

Student Admission with Degree Pathway Articulation Agreement

Hocking College has developed Degree Pathway articulation agreements with numerous high schools and career centers throughout the state of Ohio. Students who successfully complete high school courses designated in degree pathway articulation agreements may receive college credit at Hocking College. Application and verification of successful completion must be provided prior to registration. Applications and information are available by visiting hocking.edu/transfer-resource-center.

Veteran and Military Student Services

Hocking College is committed to providing high-quality academic and student support services to Veterans, Active-Duty Service members, Reservists, National Guard members, and Military Families. We ensure our support processes align with and adhere to all applicable federal and state laws, DoD Instructions, Dept. of Education guidelines, as well as Veterans Administration (VA) policies and procedures. We are intent on administering Veterans, Military members, and dependents earned education benefits in a manner which provides the highest return on investment possible for the student. Hocking College is Regionally Accredited through The Higher Learning Commission. In addition, the school is approved by the State Approving Agency of Ohio as a GI Bill® participating institution and is a participating institution under the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU). This enables our Veterans and Military students to select from multiple service connected funding sources.

Veterans Benefit and Transition Act of (VBTA)

Hocking College is a participant in the Veterans Benefit and Transition Act of 2018 signed into law on December 31, 2018, by the President of the United States. This provision was effective August 1, 2019, for any students that are considered "a covered individual" using Chapter 33: Post 9/11 GI Bill benefits or any participants in Chapter 31: Vocational Rehabilitation and Employment Program benefits at a public, private for profit, or not for profit institution regarding unpaid tuition and fees. (Provided upon request)

Hocking College offers scholarships to qualified veterans and immediate family members to cover the out-of-state surcharge. Eligible veterans or military members with 90 days or more of honorable service in one of the uniformed services, or the immediate family of such veterans or military members, are eligible for the scholarship.

Proof of eligibility

- Military/Veteran Member – provide copy of DD-214
- Dependent spouse – provide marriage license and copy of spouse's DD-214
- Dependent children – provide copy of birth certificate, copy of parent's DD-214
- Dependent step-children – provide copy of birth certificate, parents' marriage license, and parent's DD-214 (Marriage must have occurred during time of services for stepchild to be eligible for scholarship).

Hocking College Veteran and Military Student Services Office Will Help You Achieve Your Goals in Higher Education by:

- Providing education benefits counseling to help you maximize funding sources linked to your military service
- Providing information and assistance in filing your VA education claim, certifying hours of enrollment, and processing GI Bill/VA benefit payments
- Providing a place to unwind and connect with fellow Veterans/Military members (Veterans Lounge - JL 261B)
- Helping Veterans and Service Members resolve barriers preventing them from obtaining their education goal
- Giving Veterans and Service Members a 20% discount on books in the Hocking College Bookstore
- Providing Priority Registration periods for Veterans and Service Members.

Veteran and Military Student Services Contacts:

Gina Russell, VA School Certifying Official 740.753.6554, russellg@hocking.edu

Stephen Powell, Veteran and Military Services, 740.753.6122, powell25816@hocking.edu

Open Enrollment

Hocking College follows an open admission policy by accepting high school graduates, persons holding a GED and those with an interest in pursuing a technical program or the Transfer Module program. Some programs may require additional criteria. Prospective students having neither a high school diploma nor an equivalency certificate should schedule an appointment with an admissions representative.

Reasonable Accommodation

The Academic Success Center, located on the first floor of Davidson Hall, provides a supportive learning environment with various programs and services to promote academic success. Students can benefit from tutoring, library resources, learning labs (Centers for Excellence), Accessibility Resources, Trio Student Support Services, and a testing center.

Disability Accommodations

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, and subsequent Amendments in 2008 ("ADA"), Hocking College will make reasonable modifications to its practices and will provide certain individualized services and accommodations as needed to assure nondiscrimination on the basis of disability. Students or applicants for admission who would like to request disability-related services and accommodations should contact the Director of Academic Support and Disability Services.

The Accessibility Resources Office (Access Center) is located in Davidson Hall, Room 114. Accessibility Resources Office Hours are Monday – Friday, 8:00 am – 5:00 pm. Director of Academic Support and Disability Services - David Herold, heroldd@hocking.edu or 740-753-7104

Religious Accommodations

Students seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act must provide written notice of the specific dates for which the student requires an

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accommodation and must do so no later than fourteen (14) days after the first day of instruction to accessibility@hocking.edu. Students with questions about their religious accommodations under Ohio's Testing Your Faith Act may contact the Vice President of Student Affairs, or the Dean of Arts, Science & Education. Contact information may be found in the College Directory located at: www.hocking.edu/directory.

Advanced Credit Options

Some students arrive with a wealth of experience and may be eligible to receive college credit for knowledge gained prior to arriving on campus. Prior Learning Credit Award Policy is in effect to ensure academic integrity and the long-term success of our students. Hocking College accepts the following valid certifications as evidence for granting Credit by Advanced Standing credit for specific curriculum course(s) based on course outcomes alignment. Students seeking any other Prior Learning credit are required to register for GS-2200 Prior Learning Portfolio course and submit a comprehensive portfolio for review of relevant prior learning experiences.

Hocking College recognizes valid and current CPR and First Aid certifications from the following organizations as Credit by Advanced Standing for meeting course objectives for EM-1134 CPR Professional/First Aid for Health Care Provider:

- American Heart Association
- American Red Cross
- American Safety and Health Institute (ASHI)

Hocking College does not accept any CPR or First Aid cards that are obtained only online.

Hocking College recognizes valid certifications from the following organizations as Credit by Advanced Standing for meeting course objectives for specific courses:

- State of Ohio CDL permit = ERT-1175 CDL Preparation
- State of Ohio CDL license (A or B) = ERT-1177 CDL
- OSHA 30-Hour Safety Certificate = CM-1101 Construction Safety
- OSHA 40-Hour HazWoper Certificate = GENV-2225 OSHA HazWoper Health and Safety Training
- ServSafe = CULA-1109 Safety and Sanitation

The fee for Credit by Advanced Standing will be waived for the above list.

Affirmative Action Statement

Hocking College does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service, or veteran status, mental or physical disability, or genetic information. Questions about this should be directed to the Human Resources Department, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.6449. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7104.

Registration

Advising

Students at Hocking College are encouraged to meet with their academic advisor every term before registering for classes. The relationship students build with their advisor is important in helping shape their educational and career goals and ensuring that they stay on track for graduation.

Students are assigned an academic advisor from their department during the first term of classes. This information is located on the student's Self-Service account. If a student does not have an advisor or would like to change advisors, they should see the office manager in their academic department.

Advisors are required to keep regular, posted office hours each week to assist students with academic concerns and scheduling of classes. However, students also have a responsibility to become familiar with the college systems, program requirements, and to seek out academic advice as they progress through their programs.

After meeting with your advisor, students will register for courses using Self-Service. Tutorials are available at www.hocking.edu/course-scheduling-registration.

Additional assistance may be found in the academic departments.

To register for courses, a student must not have a past due balance and must have financial arrangements in place (paid in full, financial aid or sponsorship coverage, or be enrolled in the payment plan). The student must also complete the Financial Responsibility Agreement form.

Two ways to register for classes:

1. **Self-Service:** Students must complete all pre-requisite courses (if applicable), the course must be open and not at course capacity. Registering for classes through Student Planning requires a Username and Password.
2. **Registrar's Office:** To register for classes at the Registrar's Office, a student must have a completed form with all course numbers and sections as well as all departmental signatures.

Registering for 12-18 credit hours of classes place students in full-time status. Full-time status is a requirement for international students.

Academic Calendar

Hocking College follows a 16-week semester calendar. Each semester has two 8-week terms. Courses are designed in an 8-week format for a full immersion into subject areas. Students will take a smaller course load each term (8 weeks). A limited number of 16-week courses are available based upon program requirements.

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To easily identify when a course is offered, see the section ID key below:

Course Format	Section Begins with
16-weeks	A
First 8-weeks	B
Second 8-weeks	C
Modular – less than 8 weeks	M
College Credit Plus – located in High Schools*	X or Z

* Only available to students in select high schools

Student Financial Responsibility Agreement

- Students are required to electronically sign and submit this form prior to registering for classes. Students will need to have their username and password to complete the form.
- Students can enroll in courses that have not yet started. Students are responsible for payment of all fees incurred, including instructional and general fees, course fees, program fees, books, non-refundable course fees, and any additional charges including campus housing, meals, traffic fines, parking fees, late fees, and payment plan fee. Hocking College All-Inclusive pricing can be viewed for each major at <https://www.hocking.edu/majors>.
- Instructional and general fees can be viewed online at <https://www.hocking.edu/tuition-fees>.
- Student's payment options are as follows: pay the full amount at the time of registration or no later than the first day of the term, full financial aid, full third party sponsorship (must have a signed voucher from the sponsor), enroll in the term payment plan program or any combination of these options.
- Students are responsible for any additional charges due to a change in schedule.
- Modular courses may be added prior to the first day of the course. Modular courses may be dropped prior to their start date with a 100 percent adjustment, except for non-refundable fees.
- Students may register for any course prior to the course term (16-weeks, first 8-weeks or second 8-weeks). See the Academic Calendar for dates.
- It is the student's responsibility to review his/her account on Self-Service and make payments in a timely manner to avoid late fees.

Registration Deadline

Course registration will end the day prior to the start of the term (16-week, first 8-weeks or second 8-weeks). See the Academic Calendar for dates.

Withdraw from Courses

The financial obligation for registration will be cancelled in full only if the student officially withdraws by the Sunday before the first day of class. Submit a withdrawal request to registrar@hocking.edu. Please include your full name, student ID number (or last 4 digits of your Social Security Number), date of birth, the term you are requesting to be withdrawn from, and your reason for withdrawing. Once we receive this information we can process the withdrawal.

The date we receive the complete information will be your official withdrawal date. This date determines refunds and tuition charges.

Withdrawal requests are not accepted by phone. For more information on the withdraw process, contact the Registrar's Office at 740.753.7042.

On Campus Housing

To sign up for on campus housing, financial arrangements must be in place (all room and board fees must be paid in full or be fully covered by financial aid or sponsorship before the move-in date). A payment plan can be arranged for room and board but must be paid in full before a student is allowed to move into any residence hall.

- Fill out the on-campus housing application online at www.hocking.edu/residence-life and pay the \$60 non-refundable application fee. A \$250 security deposit is due prior to room assignment.
- Upon receipt of the housing application, payments and charges will be posted to the student's account and forwarded to the Residential Life Manager.
- A letter of confirmation will be mailed to the applicant by the Residential Life Manager.

Adding and Dropping Courses

Students should always check with their academic advisor and financial aid associate (if applicable) before adjusting their schedule.

Once a student has officially registered for a term, course adjustments may be made by adding or dropping courses. This process requires the proper completion and full processing of an Add/Drop Form, available at the Registrar's Office, JL 184.

Adding and/or dropping classes may affect a student's account, account balance, fees owed to the college and financial aid eligibility status (if applicable) and coverage. For financial aid purposes, adding and/or dropping classes after the second Friday of the term will not affect a student's financial aid calculations for that term, but may reduce a student's aid eligibility in future terms. International students who drop below full-time status may be jeopardizing their F-1 immigration status.

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Adding a Course

Students should always check with their academic advisor and financial aid associate before adjusting their schedule.

If the course/courses for which the student is trying to register requires a prerequisite/co-requisite, the instructor and dean's signatures are required on the Add/Drop Form.

Students may add second 8-week courses if seats are available prior to the start of the second 8-week term.

To add any class that is filled to capacity requires the signature of the dean over the course.

Adding any class that will create an overload (over 18 total credit hours) requires a signature from the academic advisor and school dean, with a statement of explanation for the overload.

Courses may not be added after their start date.

Course additions are not official until they are entered into the system. This is accomplished by the student through Self-Service or by the Registrar's Office upon receipt of a properly completed Add/Drop Form.

Dropping a Course

Students should always check with their academic advisor and financial aid associate before adjusting their schedule. Always keep in mind that dropping below full-time status may affect financial aid for the term enrolled, as well as subsequent terms.

The tuition adjustment calculation is based on the regular Fee Adjustment Schedule of the college. It is recommended that a student talk with their academic advisor and the financial aid office (if applicable) prior to dropping any class.

- Courses completed and/or with grades posted cannot be dropped.
- The last day to drop a course will be determined according to the following schedule:
 - 16-week course – Course(s) must be dropped no later than week 10 of the semester (Friday at 5:00 pm)
 - First 8-week course – Course(s) must be dropped no later than week 5 of the first 8-weeks of the semester (Friday at 5:00 pm)
 - Second 8-week course – Course(s) must be dropped no later than week 5 of the second 8-week term. (Friday at 5:00 pm)
- Courses with a start date, other than the ones listed above, must be dropped the day before the course begins.
- Courses dropped after the census date of the term will be displayed as a "DP" grade on the transcript (no fee adjustment).
- Course drops are not official until they are entered into the system. This is accomplished by the student through Self-

Service or by the Registrar's Office upon receipt of a properly completed Add/Drop Form.

- The student is responsible for the payment of any additional fees due to dropping a class(es).
- See the Academic Calendar for dates.

Late drops must be approved by the dean of the school. Courses dropped after the second Friday of the term will receive a "DP" on their transcript (no fee adjustment).

Attendance

Student attendance in all class types and settings is critical for student success. Failure to attend class and be actively engaged will not only jeopardize the student's ability to be successful in the classroom, it could also result in the student being dropped from the class.

Attendance Policy

In support of preparing Hocking College students for the world of work, the following policy has been developed to model work environments they will enter upon graduation.

The expectation is that students attend all classes. In the event of illness or emergency, it may be necessary for a student to miss a class. To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework.

- In an 8-week course, students have 1 unexcused absence
- In a 16-week course, students have 2 unexcused absences

Unexcused absences greater than the above may result in being administratively DROPPED from the course(s). Students administratively DROPPED from a course(s) will not be re-admitted. They will be required to repeat the course to complete the program and are responsible for all associated charges.

The College is not responsible for the students' failure to follow the official withdraw policy. Students will be responsible for tuition and fees according to the refund policy.

Note - Selective Intake Programs may have specific and/or different programmatic attendance requirements than stated above. Please check your programmatic Student Handbook for the applicable attendance policy requirements.

Recording Attendance

Faculty are required to record attendance no later than 24-hours after each class meeting. Faculty teaching online class(s) are required to record attendance no later than Monday at 9:00 am for the previous week.

Auditing of Courses

Students may enroll in courses for no credit by registering prior to the course start date. A student who audits a course is not

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expected to carry out assignments or take examinations. Class attendance for the auditing student is optional. A student who audits a course pays the regular fee but receives a grade of AU that carries no credit. Students may not change to or from an audit to a credit basis after the start of the course. Audit registration forms are available at the Registrar's Office, located in JL 184. Instructor permission is required to audit a course; a signature on the audit registration form is acceptable.

Change of Program

Students may wish to change from one program to another due to changing interest. Students should first consult their academic advisor, the current program leader, as well as the leader of the program into which they wish to change. Students should complete the Change of Program form and submit it to the Registrar's Office, JL 184. Change of program forms are only accepted the last week of the semester through the first week of the following semester.

Withdrawing from the College

A withdrawal means dropping all classes from a term. If a student intends to withdraw, they should first meet with their academic advisor to discuss the request and repercussions. This process could result in academic and financial aid challenges that the student must consider.

To complete the withdraw request, the student must submit a Withdraw Request form to the Registrar's Office or email the Registrar's Office at registrar@hocking.edu. The email request must include student's full name, student ID number, date of birth, term of withdrawal and reason for withdrawing. Forms are available in the Registrar's Office, JL 184.

Withdrawal requests are not accepted by phone. For more information on the withdraw process, contact the Registrar's Office at 740.753.7042.

Schedule of Account Adjustments (Dropping or Withdrawal)

Traditional courses:

- 100% adjustment prior to the start of the course.
- No adjustment after the start of the course.

Modular Courses:

- 100% before the start of the course.
- No adjustment after the start of the course.

On Campus Housing

(Refer to Terms & Conditions in the On Campus Housing Contract)

Room fees are refundable at the following rates and are only available in the event that a resident is not enrolled for or withdraws from the current semester. Weeks are considered to close at the end of the close of business on Friday of the week in question. Adjustments will only be processed after the resident has removed all personal items from the residence hall and has checked out with the Residence Life staff. Students who elect to live in the residence halls in the autumn semester are

required to sign up for spring semester and must pay the initial fee for spring. Students may receive a partial refund of fees for spring semester prior to November 1st. No prorations or refunds will be given after that date.

Room Charges

- Deposit is non-refundable after the invoice for room and meal charges has been mailed.
- 100% adjustment before the start of the term or move in day, whichever is first (except deposit).
- 85% adjustment through the 15th calendar day of the semester.
- No adjustment starting on the 16th calendar day of the semester.

Meals

- Deposit is non-refundable after the invoice for room and meal charges has been mailed.
- 100% adjustment before the start of the term or move in day, whichever is first (except deposit).
- 85% adjustment through the 15th calendar day of the semester.
- No adjustment starting the 16th calendar day of the semester.

Parking Fee

Non-refundable.

Students who are dismissed by the college and students who leave without following the official withdrawal procedures are not entitled to any fee adjustments. Refund payments, if applicable, will be processed by the Cashier's Office and require approximately 30 days from the time the withdrawal is submitted.

The fee adjustment policy for modular, weekend and flexibly-scheduled courses will use the same percentages as above.

All-Inclusive Pricing

In support of an All-Inclusive Pricing Model, the goal is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution; and to increase retention.

- Health Center Fee: \$20.00
- Career Services Fee: \$75.00
- Learning Materials Fee: \$300.00

Student Background Checks and Health Screening Procedure

Students must complete all required college admission background checks and health screens at Hocking College Campus Safety and the Hawk's Center for Wellbeing. If a student chooses to utilize a service other than Campus Safety or the Hawk's Center for Wellbeing, or if the student is required to repeat a required background check or health screen, the

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student is responsible for 100% of the cost and the repeated tests are not part of All-Inclusive Pricing.

As part of the process, each student will sign a release form allowing Campus Safety and Genesis to release results to Hocking College.

If a student completes all required background checks and health screens and does not attend Hocking College, the student will be charged for itemized services rendered.

Learning Materials Ordering & Inventory Control Procedure (tools-of-the-trade, textbooks, etc.)

Students will receive all items required for their program upon beginning classes at Hocking College. If a student chooses to utilize a service other than the items provided by Hocking College, the student is required to present the exact item(s) day one of class for faculty members inspection and approval. The item(s) must be a 100% match to the college provided item(s). If the items are acceptable by the college, the student is responsible for 100% of the cost and is not part of All-Inclusive Pricing. Students who choose to opt out must do so in their first semester and will remain so for their entire program.

If a student registers but does not attend Hocking College and does not withdraw prior to the 1st day of the course, the student will be charged a \$300 administrative fee.

Textbooks Loaned to Students

The Department will distribute "textbooks on loan" to students the first day of class. The student will sign a receipt upon receiving their items and sign again once the item has been returned at the end of the semester.

Student Uniform Ordering and Distribution Procedure

Students will receive all uniforms and/or duty gear required for their program upon beginning classes at Hocking College. If a student chooses to utilize a service other than the uniform provided by Hocking College, the student is required to present the exact uniform and/or duty gear day one of class for faculty member's inspection and approval. The uniform and/or duty gear must be a 100% match to the college provided item(s). If the items are acceptable by the college, the student is responsible for 100% of the cost and is not part of All-Inclusive Pricing.

If a student registers but does not attend Hocking College and does not withdraw before the first day of the semester, the student will be charged a \$300 administrative fee.

Tuition and General Service Fee

Tuition covers the cost of classroom instruction. The General Service Fee partially supports areas such as Admissions, Financial Aid, Student Affairs, administration of the college, computer services and other non-instructional support services.

Senior Learning

A senior adult learner must be 60 years of age or older and a resident of the State of Ohio for the immediate preceding 12 consecutive months (Ohio Revised Code 3345.27). A Special/Evening registration form must be completed. Instructional fees may be waived for a senior citizen enrolling in credit courses on an audit basis. A senior adult learner will be REQUIRED to pay all non-instructional fees (general fee, special course fees, etc.) and must purchase books and materials needed for the course. Registration for classes using this fee waiver policy will be on a space-available basis.

Residency Policy

Because the taxpayers of Ohio support Hocking College, out-of-state students must pay a tuition surcharge. A student's residence is determined at the time of enrollment, according to the residency policy of the Ohio Department of Higher Education. Students must have lived in Ohio 12 months prior to enrolling at the college and should not be receiving income from out-of-state sources. Students are notified of surcharge on their acceptance letter. For exceptions to this general residency rule, contact the Registrar's Office. Application for exceptions to the tuition (out-of-state) surcharge must be submitted and approved by the Friday prior to the first day of the term to be considered. By state law, reclassification will not be retroactive for any previous term(s). Applications received after the start of a term can only be considered for the following academic term. See Ohio Administrative Code 3333-1-10.

Payment of Fees

Payment Expectation and Payment Options

Checks should be made payable to Hocking College. Student identification number should be shown on the face of the check to ensure proper credit. American Express, Discover, MasterCard and Visa may be used to pay tuition and fees.

A schedule and statement of account is available to the student in Self-Service after registration is complete. It is the student's responsibility to check his/her account balance any time during the term and inform his/her parents/guardian of the amount that is owed to the college. When a student adds(s)/drop(s) classes, any changes in the account are reflected in Self-Service. No printed statement will be mailed during the term. All fees are due in full by the first day of the term. Students will not be allowed to register for the succeeding terms if they owe a past due balance.

A late fee of \$100 will be assessed if the balance is not paid in full at the end of the term.

Full Payment Options Upon Registration (Tuition + General Service Fee + Course Fees)

- Full financial aid.

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- Pay in full or payment option in place: cash/money order/cashier's check, check (made payable to Hocking College), credit/debit card.
- Full third-party arrangements (must have proof of coverage).
- Enroll in Hocking College payment plan (\$30 non-refundable enrollment fee).
- Combination of the above.

To Make a Payment

To ensure proper credit to the student account, student identification numbers are required.

Check Payable: Hocking College

Mail: Hocking College, Attn: Cashier's Office, 3301 Hocking Parkway, Nelsonville, OH 45764

Phone: Call 740.753.7029, Cashier's Office (Visa/MC/Discover/Debit Card/American Express/Money Order)*

Cashier's Office: Located in the Light Hall Student Services Concourse. Check the website at hocking.edu/cashiers for hours of operation.

Online Payment: Self-Service (User ID/Password required)

*There is a 3% convenience fee for any type of credit card payment.

To View a Student Account

Log On: www.hocking.edu

Click: Self-Service (Icon at the top of the page)

Click: Finance

Click: Log In (need User ID/Password)

Click: Main Menu

Monthly Payment Plan

Hocking College offers the option of a payment plan that divides the balance due into affordable monthly payments. An additional payment plan processing fee is applied each term the plan is used, but no interest is accrued. Any student registered for classes is eligible for the payment plan, however this plan will only cover up to \$1,600.00 per semester. Any fees due above \$1,600.00 need to be paid prior to the 1st day of the term. Payment plans are \$30 per term (non-refundable).

Payment Plan Due Dates

First of each month depending on term enrolled and \$30 required payment at time of registration.

Late Fee

- \$10 if payment is not received by due date.
- \$100 additional if account is not paid in full by the end of the term.

Mail check to Hocking College, Attn: Cashier's Office, 3301 Hocking Parkway, Nelsonville, OH 45764

Cash, check, and credit cards are accepted. Students may also use Self-Service (need User ID and password). There is a 3% convenience fee for any type of credit card payment.

Account Balance Appeal Process

The Account Balance Appeal process is for student requests for an account balance adjustment due to class drops, a withdrawal from Hocking College, or other situations that are beyond a student's control that prevented him or her from adhering to drop or withdrawal deadlines.

Generally, a student is entitled to a 100% refund if a drop or withdrawal occurs prior to the start of a class(es).
<https://www.hocking.edu/the-cashiers-office>.

Situations which are likely to result in a successful account balance appeal:

- Deployment into military service
- Illness of a student during the semester in question which results in a hospital stay of greater than a week
- Advising error

Situations which are generally NOT grounds for granting an account balance appeal include:

- Not following the withdrawal process outlined on the Registration Terms & Conditions/Student Financial Responsibility Agreement which a student signs.
- Not receiving the financial aid a student was expecting
- Not remembering being registered
- Arrest
- Dissatisfaction with a course or an instructor (see Academic Appeal Process)
- Calling an office and not receiving a response and not taking further action

Students wishing to appeal an account balance should send their appeal to accountappeal@hocking.edu and be very specific including dates and times and names of individuals spoken with and include any documentation which supports the request.

An account appeal should be filed within 12 months of the disputed term. Appeals over 12 months from the appealed semester will not be accepted.

Nonrefundable fees will not be adjusted. Any student who does not initiate an appeal until after the account has been turned over to the Attorney General's Office of the State of Ohio for collection will likely still be responsible for those collection fees, even if the account balance appeal is successful.

Account balance appeals are generally decided within 30 days. The student will learn of the outcome either through a phone

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call, an e-mail, or formal letter, depending on the circumstances.

General Concerns

Students wishing to file a complaint with regard to their experience at Hocking College (not academic or financial as explained above) should contact the Ombudsman to discuss the concern. Please contact:

Hocking College Ombudsman

Email: ombudsman@hocking.edu

Phone: (740) 753-7137

Financial Aid

Financial Aid is any financial assistance offered for the purpose of helping a student meet educational expenses. Some sources of aid include scholarships, grants, loans, and student employment. Most students enrolled at Hocking College are eligible for some type of financial assistance. Eligibility varies based on the student's financial need as determined by the U.S. Department of Education as well as academic merit. A student's financial need is confirmed on the Free Application for Federal Student Aid (FAFSA). To be considered for most types of financial assistance, a student must complete the FAFSA. Families may begin completing their FAFSA as early as October 1st. In order to be given priority consideration for need based aid (such as the Supplemental Education Opportunity Grant/SEOG) as well as institutional scholarships, applicants must apply by February 28th for the upcoming academic year. Applications received after this date will be considered on the basis of available funding.

Hocking College participates in the following financial aid programs:

- Federal Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Federal Work Study Program (FWS)
- Federal Direct Student Loans
- Parent Loan for Undergraduate Students (PLUS)

To get started with the financial aid process, follow these three easy steps:

Step 1

Visit www.studentaid.gov to complete the FAFSA. When completing your FAFSA, be sure to utilize the Data Retrieval Tool (DRT) if eligible. The DRT will allow the Internal Revenue Service (IRS) to transmit important financial information directly into your FAFSA. If you need assistance during this process, you may call 1.800.433.3243.

Step 2

List Hocking College as your first school of choice. Hocking's Federal School Code is 007598. In order for Hocking College to

receive your FAFSA data, you must include our school code on your application.

Step 3

Review your information, include all required signatures, and submit your application. The Department of Education will process your FAFSA within 1 – 3 business days. You will receive a Student Aid Report (SAR), which outlines the information you and your family entered in the FAFSA. You should review the SAR for accuracy. If your application is selected for the verification process, Hocking College will be required to request additional information to confirm your information.

Scholarships

Hocking College offers a variety of institutional and Foundation scholarships. To learn more about scholarship opportunities visit foundation.hocking.edu/scholarships.

Third Party

Students may qualify for payment support from agencies such as the U.S. Military, Bureau of Vocational Rehabilitation, Workforce Investment (WIOA), or Union Education Trust. Please contact a representative from the agency if you believe you may have eligibility for educational funding support.

Refunds and Withdrawals

Students who withdraw from classes prior to the start of the semester are refunded their instructional and general fees, according to the schedule established by Hocking College. If a financial aid program has paid for a student's tuition and fees, the refund is made to the program, and not to the student. If the aid was paid with a Federal Direct Stafford or Parent Loan for Undergraduate Students (PLUS), the refund is made directly to the direct lending program. Students who receive financial aid over and above the cost of tuition and fees (i.e. a cash disbursement or overage) and withdraw from classes or ceases attendance before the scheduled end of the program for which the student has received Title IV financial aid, may be required to return all or part of the cash disbursement. The Financial Aid Department will determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance, based on the amount of time the student spent in attendance.

Up through the 60% point in each payment period, or period of enrollment, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

If a student chooses to withdraw from the college, the student is required to submit written notification to the Registrar's Office, JL 184 or email registrar@hocking.edu.

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Returning Unearned Title IV Funds

Financial aid students who completely withdraw from all classes during a given semester may be subject to owing federal funds back to the Department of Education and/or to Hocking College. The policy states that a student must attend through the 60% point of the semester in order to fully earn his/her federal financial aid. Since the intent of receiving financial aid is to pay for educational related costs, a student is expected to attend and complete classes for which he/she received aid.

Federal law requires calculations for the Return of Title IV (R2TIV) funds based on the number of calendar days the student actually attended the course, divided by the total number of calendar days in the semester. This calculation provides the percentage of the student's earned financial aid. Refund calculations are completed by the Financial Aid Office and students will receive written notification of their calculation of Unearned Title IV. For additional questions, please contact the Financial Aid Department.

Satisfactory Academic Progress (SAP) Guidelines

Federal Regulations require that all postsecondary schools participating in Federal Financial Aid programs establish standards to monitor the level of academic advancement of students. These standards are called Satisfactory Academic Progress (SAP). Students can lose their eligibility for financial aid by failing to maintain SAP. There are two primary components in measuring SAP: Qualitative (grades) and Quantitative (credits and pace towards graduation) measure. Qualitative Standard (Grades): A student should always strive for excellence and achieve the highest grades possible. However, there are minimum standards that a student must achieve to remain eligible for financial aid. The grade point average (GPA) required for graduation is a 2.0. For a complete description of the SAP policy, please visit: <https://www.hocking.edu/sap-guidelines>.

Grades

Cumulative Grade Point Average (CGPA)

Hocking College minimum standards:

1. Students with 1-16 attempted credit hours must maintain a CGPA of at least 1.50
2. Students with 17-32 attempted credit hours must maintain a CGPA of at least 1.60
3. Students with 33-43 attempted credit hours must maintain a CGPA of at least 1.75
4. Students with 44-54 attempted credit hours must maintain a CGPA of at least 1.9
5. Students with 55 or more attempted credit hours must maintain a CGPA of at least 2.0

Hours

Credit Hours Earned Each Term

A student must successfully complete or be determined to be making progress toward the completion of a sufficient number of credit hours each term based on all credit hours attempted that term:

- Students must maintain a 66.66 percent or greater rate of completion for hours attempted. Credit Hour Completion will be monitored each term and cumulatively. Hours transferred from another college will be included in the hours attempted and successfully completed calculation. The completion is calculated by dividing the number of hours successfully completed by the number of hours attempted.

Credit Hour Completion Example: Hours attempted = 12, Hours completed = 8 ($8/12 = 66.66\%$ completion ratio) Note: The percentage is calculated to two decimal places, and no rounding is permitted.

Grade Classifications for Defining Progress

Only courses for which a student actually registered in a term are measured for progress achieved.

- Acceptable grades: A, B, C, D, S, CW*, CE*, CA*, CS*, CL*, and T*
- Unacceptable grades: F, I, U, NR, NC, WD, DP, W, and AU

* Only when a student has actually registered for a course in which this grade is posted to a transcript is the course and grade used in assessing SAP.

Grades (other than A – F)

- S - Satisfactory
- CL - Credit for Life Experience
- I - Incomplete
- U - Unsatisfactory
- NR - Not Reported
- CW - Course Waiver
- CS - Course Substitution
- AU - Audit
- CE - Credit by Examination
- NC - No Credit
- T - Transfer
- CA - Credit by Advanced Standing
- AW - Administrative Withdrawal
- W - Withdrew from College
- DP - Dropped Course
- WD - Designation used prior to Fall Term 2002 when student withdrew from college or dropped course

Students who withdraw from college after the census date will have their financial aid recalculated for return of federal Title IV funds and may have a balance due.

S Effect

Even though an S is considered satisfactory for academic purposes, it is not factored into the student's grade point average (GPA.)

Repeated Courses Effect

A student may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid

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can only be used for one repeat of the course even if the second attempt results in a lower grade. Any courses that are repeated will be used in the student's SAP calculation. Each repeat will count toward the attempted hours; however, only the courses being counted in the GPA calculation will be counted in completed hours for SAP.

Examples of repeated coursework may, or may not, count for financial aid eligibility:

1. Allowable: Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade.
2. Allowable: Student is enrolled in 15 credit hours, which includes three credits repeating a previously passed course. (Because the student is enrolled in a minimum of 12 credits that are not repeats, the student's financial aid eligibility is not impacted by the repeat.)
3. Not permissible: Student receives a D in a course and decides to repeat the course to improve their GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 12 credits, including the three credit second repeat, so only nine credits will count for financial aid eligibility. All repeated courses do affect financial aid SAP calculations. A repeated course along with the original attempt must be counted as attempted credits.

Total Time in College Effect Maximum Time Frame (MTF)

The federal government sets specific maximum time frames a student may take college coursework before federal aid eligibility is terminated. The number of terms a student may have actually received federal aid is irrelevant; it is not total terms of financial aid, it is total terms of coursework including credits transferred in from another institution. Students must complete their academic program within 150 percent of the published length, expressed in credit hours, needed to graduate. Progress will be assessed each term after grades are posted.

NOTE: Classes taken that are not on the advertised curriculum length will be counted in SAP. It is very important the student follows the advertised curriculum to maintain eligibility for financial aid. Taking courses not on the advertised curriculum will cause the student to reach MTF faster. Students are not eligible for federal assistance for the period in excess of 150 percent of the academic period normally required to complete the program of study.

MTF Example: Program length in semesters hours = 73, Max Time reached at 109.50 hours ($73 \times 150\% = 109.50$ hours)

Once a student attempts 100 percent or more of the published number of hours of his/her academic program, the Office of

Financial Aid will send an email notification to the student that he/she is getting close to exhausting financial aid eligibility. Upon attempting 125 percent or more of the published number of hours of his/her academic program, the Office of Financial Aid Services will send a final email notification to the student that he/she is getting close to exhausting financial aid eligibility.

Whenever a student reaches their maximum time frame, the student usually becomes ineligible for Title IV Funds.

A "maximum time frame" email will be sent informing the student that they have exhausted their financial aid eligibility. Regardless of the circumstances, when a student has matriculated for 180 semester credit hours attempted, he/she becomes ineligible for Title IV Aid programs.

** Some degrees/certificates are alternative-length programs, so a student's eligibility is adjusted accordingly.

NOTE: Per federal regulations, all credit hours attempted are factored into maximum time frame. This includes incompletes, withdrawals, repeated classes, and those transferred in from another institution.

Financial Aid Warning - Warning Pace, Warning GPA, Warning Both Pace and GPA

A student who has not met SAP standards for credit hours earned or is below the minimum cumulative grade point average will be placed on Financial Aid Warning for the next term of attendance. Students on Financial Aid Warning Status will be sent a "Financial Aid Warning" email. During the Warning term, the student continues to be eligible for financial aid, but must correct the deficiencies in SAP, and is encouraged to utilize student support services for help in doing so. If a student does not meet SAP standards during the Warning term, the student will be moved to a status of Financial Aid Hold. Students on Financial Aid Hold status will be sent a "Financial Aid Hold" email.

Financial Aid Suspended - Suspended Pace, Suspended GPA, Suspended Both Pace and GPA

Financial Aid Suspended means the student is ineligible for any financial aid, including federal and state aid, scholarships, or student employment from that point forward until such time the student earns reinstatement as defined by the regulations below. There is one instance in which a student will be placed on Financial Aid Suspension: The student fails to correct the deficiencies in SAP after a term on Financial Aid Warning (a second term of not meeting minimum SAP standards.)

Reinstatement of Financial Aid (Removal of Warning or Suspension Status)

Schools are not required to have an appeal process for students who fail to meet SAP standards. However, at Hocking College students can become eligible for financial aid again by meeting the minimum SAP guidelines for grades and credit hours earned.

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Students on Financial Aid Suspension status must attend at least one semester without the use of federal aid and complete the number of credit hours lacking to bring the percentage of successfully completed hours to at least 66.66 percent and/or raise the GPA to the required level based on this policy. When the deficiency has been made up, it is the responsibility of the student to notify the Office of Financial Aid in order for the restriction to be lifted.

Note: Credit hours transferred from another college cannot be used to make up the credit hour deficiency. No federal or state aid or institutional scholarships will be awarded to help cover college costs.

Neither paying for classes nor “sitting out” for a length of time, in and of themselves, affects a student’s academic progress standing; therefore, neither action is sufficient to regain financial aid eligibility.

Grading

Hocking College uses a standard letter grade system and assigns quality points to each letter grade “A” through “D.” These letter grades are the only grades assigned quality points.

Quality points earned are determined by multiplying the number of credit hours in the course times the quality points for the grade earned. The grade point average (GPA) is the sum of the quality points divided by the sum of all credit hours where letter grades are earned. The grade report contains both a cumulative (total to date) grade point average (CPA) and a quarterly grade point average (QPA). The letter grade symbols, and their quality points used in the calculation of the GPA/QPA are as follows:

- A = 4
- A- = 3.7
- B+ = 3.3
- B = 3
- B- = 2.7
- C+ = 2.3
- C = 2
- C- = 1.7
- D+ = 1.3
- D = 1
- F = 0

The following grade symbols are not included in the calculation of the GPA/QPA:

- S - Satisfactory
- U - Unsatisfactory
- AU - Audit
- I - Incomplete
- W - Withdrawal
- CE - Credit by examination
- CA - Credit by advanced standing
- CL - Credit for life experience

- CS - Course substitution
- T* - Transfer
- AW - Administrative withdrawal

Grading Scale

Hocking College grade scale used for all courses.

- 93% - 100% = A
- 90% - 92% = A-
- 87% - 89% = B+
- 83% - 86% = B
- 80% - 82% = B-
- 77% - 79% = C+
- 73% - 76% = C
- 70% - 72% = C-
- 68% - 69% = D+
- 66% - 67% = D
- 65% = D-
- 0% - 64% = F

Calculation of GPA

To calculate a Grade Point Average (GPA), students should use the following formula:

1. Multiply the quality points times the number of credit hours to determine the points using the following equivalencies:
 - A = 4
 - A- = 3.7
 - B+ = 3.3
 - B = 3
 - B- = 2.7
 - C+ = 2.3
 - C = 2
 - C- = 1.7
 - D+ = 1.3
 - D = 1
 - F = 0
2. Divide the total points by the total number of credits GPA is calculated for each term.

Change of Grade

If students are unable to complete a course in the normal allotted time, they may be eligible to receive an “incomplete” (I). The course instructor determines eligibility. After completing the course, a Change of Grade Form, submitted by the instructor, is required. The student must complete the course work prior to the end of the eighth week of the immediately following semester, if not the “incomplete” (I) will convert to a failed grade (F).

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Academic Probation and Academic Suspension Policy

Academic Probation

Satisfactory academic progress is maintained by meeting or exceeding the levels indicated in the table below. Academic probation is determined by comparing the student's cumulative grade point average with the total registered course hours.

Cumulative Hours Attempted	1<17	17<32	32<53	53+
Minimum Cumulative GPA	1.5	1.8	1.9	2.0

- Students who fail to meet the standards will be placed on "Academic Probation."
- Students will continue on probation until the cumulative grade point average reaches the appropriate level for the cumulative hours, as shown in the table above.
- Students will continue on probation by maintaining a grade point average of at least a 2.25 during the term of probation.
- Students may be removed from probation only by meeting or exceeding the appropriate cumulative grade point average indicated in the standards above.

Academic Suspension

- Students on "Academic Probation" who do not show academic progress (2.25 G.P.A. for term) will be placed on "Academic Suspension"
- Students on "Academic Suspension" are suspended for at least 2 semesters.

Reapplying after Academic Suspension

Students seeking re-admission to Hocking College after being academically suspended must:

- Submit a new admissions application
- Participate in a hearing to determine academic readiness to return.

If re-admission is granted, students are re-admitted on Academic Probation and must meet the academic goals presented in re-application process.

All actions related to Academic Probation and Academic Suspension will be recorded on the student's permanent academic record (Hocking College transcript).

Important Note: The Academic Probation/Suspension Procedure is independent of the Hocking College Satisfactory Academic Progress (SAP) Policy as it pertains to financial aid. At the end of each semester, your SAP status is confirmed by the Financial Aid Department. Your eligibility for financial aid will be determined by your SAP status.

Right of Appeal for Academic Suspension

Students placed on Academic Suspension for the first time have the right to appeal for extenuating circumstances.

To appeal students must:

- Complete the Student Appeal for Academic Suspension form.
- Appeals must be submitted to the Registrar's Office 10 calendar days before the term begins.

A Student Success Committee meeting will be scheduled as quickly as possible to review student appeals. Students will be notified of the outcome of their appeal prior to the start of the term.

A student who has successfully appealed an academic suspension will continue on probation. If the student does not meet the minimum semester G.P.A of 2.25 during the next term of enrollment, he or she will automatically be suspended.

Fresh Start Program

Any student who has attended Hocking College, but has been out of school for a minimum of two academic years, may be eligible to petition the Registrar to have certain grades disregarded. To "disregard" means that the designated grades and credits earned will be omitted from the student's GPA calculation. The courses will, however, remain on the transcript and will be designated by a symbol (#) to indicate that they have been disregarded.

The student will indicate, in a formal letter request, the courses to be disregarded. The student will also provide an unofficial copy of the Hocking College transcript from Self-Service. However, if a course has been disregarded through this policy and is a prerequisite for another course, or is a course that is required for the major, the student must repeat the course.

The student will be permitted to use the Fresh Start Program only once. The new GPA will be used for determining eligibility for acceptance into a program, a change of probationary status, or scholarship eligibility.

Eligibility and Implementation

- The student must be currently enrolled at Hocking College.
- The student must have completed a minimum of twelve (12) hours of coursework toward a declared major since returning to the College and must be in good standing with a minimum GPA of 2.5 GPA for the completed 12 credit hours.
- This policy is applicable only for credit earned at Hocking College.
- A course in which a student has received a failing grade because of an act of academic dishonesty is not eligible for forgiveness.
- Disregarded courses will be noted on the student's official transcript.

Graduation Requirements

Associate Degree Requirements

- Successfully complete (with a passing grade) the course requirements as specified on the official program course of study, have posted transfer credit, or special credit (see approval process for each special credit option): 1) course substitution, 2) credit by advanced standing, 3) credit by exam, 4) credit by life experience or portfolio development, 5) course waiver.
- Earn a minimum of 20 credits from Hocking College in addition to credits awarded by any special credit method and/ or credit transferred from other colleges.
- Attain a "C" (2.00) average in all technical courses for the specific degree program and a "C" (2.00) total overall cumulative point average toward the specified degree at Hocking College.
- Successfully complete ENGL 1510 or any combination of both a first and second level writing courses with a minimum of four total ENGL credits.
 - First-level writing courses – COMM 122, ENGL 151 or 1122
 - Second-level writing courses – COMM 123, 124, or 225, ENGL 152, 1152, 2123, 2124, 2125, 2126, 2223, 2225
- College math, as determined by program, and any additional math requirements specified by the official program curriculum.
- Successfully complete all courses in the Hocking College core curriculum as specified in the program curriculum from the appropriate catalog year in relation to the student's start date.
- Successfully complete a minimum of 60 semester credit hours or hours required in curriculum. Of the required hours, a minimum of 15 must be general credits (ENGL, MATH, PSYC, SOCI...) and the rest will be technical credits (typically degree specific courses)
- Complete the Application for Graduation form through Self-Service.

Note: Credits in fundamental and developmental courses do not meet graduation requirements. Fundamental courses are MATH 0044 (Basic Mathematics) and ENGL 0044 (Fundamental Composition with Reading). Developmental courses are MATH 0054 (Elementary Algebra) and ENGL 0054 (Beginning Composition with Reading).

Students must meet all financial obligations to the college (such as library and parking fines) before their diploma or certificate is issued.

College Services for Students

The following information is provided to create an awareness of the many campus services that are in place to help students succeed at Hocking College.

Academic Success Center

First Floor, Davidson Hall

The Academic Success Center is where learning communities can form. Students can sign-up for a study group, form their own study group, use technology-based tutorials, or work with tutors. The Academic Success Center has a variety of tools, all of which are designed to support a student's goal to graduate and be successful.

Academic Success Center - Office of Disability Services

Academic Success Center, Davidson Hall

740.753.7104

Students with disabilities are guaranteed equal access to college programs and services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination based on disability. The college offers accommodations for students with documented disabilities. Accessibility Resources staff assist students with advising, instructional guidance, and liaison services with instructors and staff. For more information, or to request accommodations, students should contact Accessibility Resources in DVD 114, call 740-753-7104, or email accessibility@hocking.edu.

ADA Policy for Service Animals

Hocking College complies with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504, which states, "No otherwise qualified person with a disability in the United States... shall, solely on the basis of discrimination, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal assistance." Hocking College intends to provide the broadest possible access to service animals in all of its public areas.

The Americans with Disabilities Act (ADA) defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability."

A service animal is not a pet but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Animals are considered "service animals" under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local

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government. Therapy animals are not considered service animals. Below are basic policy guidelines for Hocking College:

1. A service animal may be excluded from a facility, including a classroom, if that animal poses a direct threat to the health and safety of others.
2. A service animal may be excluded from a facility, including a classroom, if that animal's behavior, such as barking, is disruptive to the other participants within the facility.
3. If a service animal is excluded from a facility, the individual with a disability will be given the option of continued classroom participation, with assistance, within the facility.
4. The service animal must be clean, in good health and with current rabies vaccination.
5. All service animals must be on a leash at all times unless the leash interferes with the service animal's work, or the person's disability prevents the use of those devices. In that case, the person must use voice signal or other effective means to maintain control of the dog.
6. All students and college employees must abide by current city ordinances/laws pertaining to licensing and vaccination requirement for service animals. It is the responsibility of the owner and/or user of the animal to know about these ordinances.
7. All owners and/or users of service animals are responsible to clean up after, and properly dispose of, their animal's feces while on campus.

Students wishing to utilize a service animal on campus are encouraged to contact the Office of Disability Support Services at 740.753.7104.

Campus Safety

Campus Safety Building

740.753.6598

The Hocking College Campus Safety Department protects and serves 24 hours-a-day, seven days-a-week. Assistance is provided to local law enforcement agencies, community, and civic groups and at college-related events, which benefit from traffic control, investigative assistance, and other safety services. Parking permits and safety escort services are available through the Campus Safety Department. Through Nixle, the Hocking College Campus Safety Department issues emergency notifications and crime alerts. Go to www.nixle.com/register to request the level of information you want to receive via email or text messages.

Career and University Center

Light Hall 193

740.753.6076

<https://www.hocking.edu/career-services>

The process of career development begins with the initial inquiry about Hocking College and continues beyond graduation. The center can help the job search at any level: A current student looking for an internship, a new graduate looking for the first professional job, or an alumni looking for a

new opportunity. The Career Closet offers free professional and casual clothing for interviewing, work, and leisure.

Students, and Employee Partners may take advantage of the free Hocking College online Job Board, Handshake job search tool, and SkillsFirst Resume Builder. This is the prime location for students and alumni to make connections with employers seeking to hire. Students may register on handshake at <https://app.joinhandshake.com>

The Career and University Center also supports students with plans to transition to a four-year college, or a master's program, after completing studies at Hocking. Our partnerships with many universities nationwide allow students to affordably pursue credit for a four-year degree from coursework completed at Hocking College. Find out more about these services at: <https://www.hocking.edu/transfer-resource-center>

Co-Curricular Events

Student Center and Student Activities

740.753.6535

www.hocking.edu/get-involved-at-hocking-college

Hocking College student center is a 10-million dollar recreational facility in the heart of the campus, which serves as the living room of Hocking College. The student center offers a fitness area, climbing wall, swimming pool, gym, basketball, volleyball and pickleball courts, indoor track, organized sports, clubroom, outdoor pursuits, multiplex, frisbee, golf course and sports fields used for everything from archery to soccer. The Student Center is sure to satisfy everyone from the competitive athlete to the more occasional user. Throughout the year Student Activities offers a variety of student engagement programs from club meeting space, movie nights, free popcorn and much more!

The Student Center hosts a variety of events and activities. Job fairs, blood drives, dances, and club events take place throughout the year. The facility houses practices and games for sports and athletics such as basketball, baseball, football, softball, volleyball, and water aerobics. The Student Center also accepts Silver Sneakers, making the facility accessible to our community.

Hawks Center for Well-Being

Light Hall 241

740.753.7079

Hocking College is proud to offer the Hawks Center for Well-Being as a service to our students and staff. Walk-ins are served on a first-come, first-serve basis.

Specific services include the following physicals, immunizations, drug screens, basic medical care, counseling services, crisis intervention, and counseling referrals.

College life involves balancing career decisions, academics, and personal situations. When the demands of college life collide

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with the demands of life in general, the balance can be disturbed. Counseling services can help the student put things back in order. Services include short-term, solution-focused counseling and consultation with area service providers if necessary. The objective is to make sure that all students have the opportunity to develop to their potential. All services are free and confidential.

Dining Services

Light Hall 265A

740.753.7078 or 740.753.6111

Students who have questions about menus, ingredients, eating on campus, or would like to make a special menu request should visit the Dining Services office.

Help Desk

740.753.6113

The Help Desk provides support for students needing assistance to establish IDs and passwords for Self-Service, Blackboard, and college email.

Hocking College Library

Academic Success Center, Davidson Hall

740.753.6332

The Hocking College Library is rich with resources for class projects and independent study. The library staff help students develop research techniques.

International Student Services

Light Hall, Concourse

740.753.7053

International Student Services provides assistance to prospective and enrolled international students.

Judiciaries

740.753.6122

The Office of Campus Judiciaries is responsible for upholding the Hocking College Student Code of Conduct.

Nature Center

740.753.6326

The Hocking College Nature Center features an interpretive building, wildlife habitats, ponds, trails, feeding stations, and seasonal programs for the public/school groups. Activities are designed/conducted by Hocking College Parks & Museum Education students in the school of Natural Resources. The Hocking College Nature Center also utilizes educational raptors monitored and cared for by Natural Resources students. They are used for educational programs both on and off site. Hocking College students are able to learn about proper animal handling techniques. Students also learn how to interpret ecosystems and nature while sharing this information with visitors and school groups.

New Student Orientation

740.753.6132

Hocking College offers New Student Orientation programs for residential and commuter students each semester. Residential students participate in a four-day "Start Week" program with activities like move-in, a community welcome, academic sessions, and social events. Commuter students have a one-day program with essential campus resource information sessions, a campus tour, and lunch.

Office of the Foundation and Alumni Affairs

Light Hall 170B

740.753.7010

The Office of Alumni Affairs exists to foster a fellowship of alumni, perpetuate a source of collegiate heritage for the present and future well-being of Hocking College. Alumni Affairs provides special discounts, sponsors alumni social activities, establishes scholarships and publishes an alumni newsletter. Graduates are encouraged to keep the Office of Alumni Affairs informed of change of address or name by emailing alumni@hocking.edu or calling 740.753.7010.

Peer Tutoring

Academic Success Center

740.753.7104

The Peer Tutoring Program provides free tutoring assistance to any registered Hocking College student. Students who are hired as tutors are certified by the course instructor as being competent in the course material and as having the interpersonal skills necessary to work well with other students. Tutors are available for many courses on a regular basis. Both individual and group tutoring are available in some courses. In addition, the program coordinator will attempt to fill any request for a tutor, even if one is not already available for a particular course.

Students are encouraged to request tutoring services as soon as they realize they could benefit from some extra assistance in a course.

Phi Theta Kappa

740.753.6132

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. This organization is highly recommended for students interested in pursuing a four-year degree. Excellent scholarship opportunities are available. Check out the PTK website: <http://www.ptk.org>

Robbins Crossing

740.753.6259

Robbins Crossing is a learning laboratory for the Parks & Museum Education program at Hocking College, as well as a

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living history site with actual structures from the mid-19th century. Students work at assigned stations for school groups and other groups visiting the site, by demonstrating their knowledge of pre-Civil War Ohio history, period skills, and crafts. Community and student volunteers spend warm-weather weekends presenting a wide variety of crafts and skills, including music for visitors. Members of the local community, and Hocking College students, faculty and staff are invited to use Robbins Crossing as a gathering place for weddings, campfires, group outings, picnics, and as a park for relaxation.

Student Employment

Human Resources, Light Hall 168
studentemployment@hocking.edu

Hocking College is committed to finding a job for any student interested in working. Additionally, the College is committed to preparing students for life after college. As such, students will have the opportunity to go through a formal interview process, and they are held to the same standards and expectations as regular employees. Students typically work no more than 16 hours per week throughout the campus.

Students interested in working are encouraged to email studentemployment@hocking.edu.

TRIO

First Floor, Davidson Hall
740.753.7105

The Learning Connection program offers specialized academic support for students who are the first in their families to pursue a college education.

Self-Service

740.753.6113
Self-Service is the online system that serves as the information backbone for all students enrolled at Hocking College. Students can register, add/drop courses, view aspects of financial aid, apply for graduation, as well as a variety of functions that are required throughout their academic career. Assistance with Self-Service is available at the Help Desk and with academic advisors.

General Information

Alcohol and Drug Policy

Required by Drug Free Schools

Hocking College is an alcohol and drug free college and is unequivocally opposed to the misuse/distribution of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act of 1994, Hocking College's Alcohol and Drug Policy and Program are designed to prevent alcohol and drug problems within the college setting. The policy and program are designed

to identify problems at the earliest stage, motivate the affected individuals to seek help and to direct the individual toward the best assistance available.

Student Compliance with Hocking College's Alcohol and Drug Policy

All students are expected to abide by the terms of this policy. The unlawful possession, use, distribution, manufacture, or dispensation of legal and illegal drugs, controlled substances and alcohol by students and employees on college property, or as part of college activities is prohibited. The lawful use and dispensation of alcohol may be sanctioned for college-sponsored events, or at The Lodge at Hocking College.

Standards of Conduct

Hocking College is committed to maintaining a campus free of illegal drugs, the unlawful use of illicit drugs, and the unlawful or unsanctioned use of alcohol. During certain campus events, it is the policy of Hocking College to permit the possession, consumption, and sale of alcoholic beverages on campus, and at off-campus events, in accordance with the laws of the State of Ohio, the regulations of the Ohio Department of Liquor Control and the policies of Hocking College. Hocking College has the responsibility of upholding federal, state, and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to possible judicial sanctions, arrest, and prosecution.

Hocking College Student Sanctions

All Hocking College students are expected to abide by the terms of this policy. In cases of civil or criminal actions against a Hocking College student, the college does reserve the right, for educational purposes, to review any action taken by authorities. At the college's discretion, further sanctions may be introduced if the student's conduct has interfered with the college's exercise of its educational objectives or responsibilities to its members.

The Hocking College Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a Code I offense and the student will be subject to maximum sanction of disciplinary expulsion, or any sanction not less than probation. Being under the influence of drugs and/or alcohol does not diminish or excuse the violation of the Student Code of Conduct.

Disciplinary sanctions for violations will be imposed by Hocking College in accordance with the appropriate college disciplinary procedures. Such sanctions may include:

- Community Incident Report, Statements of Concern
- Referral to the Director of Student Conduct
- Notification of Parents
- Educational Intervention
- Fines

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- Dismissal or termination of student employment
- Referral for prosecution

A disciplinary sanction may include the completion of counseling and assessment, fines, attendance at an education/intervention program, fees related to sanctioned program, restitution, and community service. Students are guaranteed due process.

The college will impose such penalty or penalties against a student found to have possessed, consumed, sold, or otherwise provided marijuana or other drugs on campus, or at college-related functions off-campus, at the college's discretion, as deemed appropriate. In determining the penalty, the college will give consideration to all circumstances of the case, including the drug involved, the particular act involved, the number of prior violations of the Student Code of Conduct, and the threat to the safety and health of the college community in general. A student admitted to Hocking College accepts the responsibility to conform to all Hocking College rules and regulations.

Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, parental notification, fines, or disciplinary probation.

Judicial Amnesty Protocol

It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or a serious injury after consuming alcohol or other substances. People may be reluctant to seek help in such alcohol or other substance-related emergencies because of potential judicial consequences for themselves, the person in need of assistance, or the organization hosting the event where the situation occurs. Since these emergencies are potentially life threatening, Hocking College seeks to reduce barriers to seeking assistance. To this end, the Judicial Amnesty Protocol was established.

How does Judicial Amnesty Protocol work?

The Behavioral Intervention Team (BIT) will determine eligibility for the Judicial Amnesty on a case-by-case basis.

Acceptance of Judicial Amnesty does not preclude a summons or citation from law enforcement, nor are students exempt from other Student Code of Conduct disciplinary action or decisions by Hocking College Campus Safety, Department of Residence Life, or other initiating departments.

To achieve these aims, the Judicial Amnesty Protocol provides that discretion will be exercised, as permitted under the Hocking College Student Code of Conduct as follows:

- Students who receive medical treatment for an alcohol/drug-related incident will be eligible for consideration for Judicial Amnesty.
- Students who report an alcohol/drug-related incident or act on behalf of a student who requires medical attention will be eligible for consideration in Judicial Amnesty.
- The college reserves the right to review Judicial Amnesty for students with multiple alcohol/drug violations and a history of student code of conduct violations.

If an individual who receives emergency medical attention related to his or her consumption of alcohol or other substances completes a required educational follow-up with the Coordinator of Addiction Studies he or she will not be subject to judicial action regarding underage consumption and/or possession of alcohol and illegal drugs, and/or disorderly conduct.

The individual receiving amnesty will not be required to meet with the Director of Student Rights, Responsibilities & Judicial Affairs and will receive a written educational follow up rather than a written reprimand. Students eligible for Judicial Amnesty must complete all terms of the program. A person who does not fulfill the educational program may be cited for non-compliance under the Student Code of Conduct.

Calling on behalf of someone else

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other substance related emergency and who themselves may be in violation of Hocking College's Student Code of Conduct in regard to possession of alcohol, provision of alcohol to an underage person, and/or disorderly conduct, will also be considered for eligibility for Judicial Amnesty, and would not be subject to judicial action for the Code violations. The caller must stay with the person until medical help arrives in order to be eligible.

To ensure continuous review and evaluate effectiveness, the Judicial Amnesty participants will be assessed annually through data comparison, participant surveys, focus groups and staff interviews.

Local, State, And Federal Laws and Sanctions

Applicable legal sanctions under local, state, or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from the Hocking College Campus Safety.

Local: Nelsonville City Ordinance

State: Ohio Revised Code Chapters

- 2925 - Drug Offenses
- 3719 - Controlled Substances
- 4301 - Liquor Control Laws

Federal:

- Federal (Harrison) Narcotic Act
- Federal Narcotic Drugs Import and Export Act
- Federal Food, Drug and Cosmetic Act

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Information, Counseling and Referrals Regarding Drugs and Alcohol

Information and counseling for individuals concerned about their own or others' drug/alcohol use is available, free of charge through the Hawks Center for Well Being, JL 241.

The college recognizes that students who have used, or are using, drugs may need help and wish to seek counseling. College counseling staff are available for such help. Special topic seminars are presented regarding education and prevention issues regarding alcohol and drug use/abuse.

The professional and administrative staff of the college will endeavor to preserve the confidential nature of conferences with students seeking help, or referred by Campus Judiciaries, subject to any overriding legal investigative powers of federal, state or local law authorities, and subject to the need of the college to take whatever action it deems necessary to safeguard the institution and the health of the student body.

Consistent with its role as an institution of higher learning, Hocking College will endeavor to emphasize the education of the student in its attempt to develop campus-wide programs of prevention and intervention. Students violating the Alcohol and Drug Policy will be subject to disciplinary action through the Office of Campus Judiciaries.

Substance abuse resource information (booklets, brochures, pamphlets) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based approved substance abuse counseling and rehabilitation services are available through a variety of college sources.

- Hocking College Housing Office, 740.753.7043
- Hocking College Campus Safety, 740.753.6598

Other Resources

- Health Recovery Services Information and Referral, 740.592.6720
- Careline Hotline 24-Hour Crisis Intervention, Information and Referral, 888.475.8484
- Tri-Country Mental Health and Counseling Services:
Athens County, 740.592.3091
Hocking County, 740.385.6594
Vinton County, 740.596.4809
- Alcohol, Drug Addiction and Mental Health Services (317 Board), 740.593.3177

You may anonymously contact any of the listed resources for information about: Alcoholics Anonymous, Narcotics Anonymous, Codependents Anonymous and AI-Anon.

Alcohol And Drug Violations

Hocking College Campus Safety investigates and enforces drug and alcohol violations occurring on the Nelsonville campus in

cooperation with local, state, and federal law enforcement agencies. Violations of drug and alcohol laws will result in criminal prosecution and referral to Hocking College Judiciaries.

Judiciary sanctions under the Student Code of Conduct range from short-term probation to expulsion. Hocking College maintains strict enforcement of drug and alcohol laws. The Department of Student Affairs is responsible for substance abuse education/prevention. Hocking College Campus Safety works cooperatively with local law enforcement agencies and organizations such as Mothers Against Drunk Driving and Ohio Binge Drinking Prevention Initiative to prevent drug and alcohol violations around the college community.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistic Act, the statistics for all Hocking College campuses and properties can be found at www.hocking.edu. Contact Hocking College Campus Safety at 740.753.6598 to obtain the report in its entirety.

Drug and Alcohol – Parent/Guardian Notification Policy

In the fall of 1998, the law that prohibited colleges and universities from releasing disciplinary records of students 18 years of age or older without their consent was amended. As a result, public colleges and universities were given the option of informing parents/guardians of alcohol and drug offenses committed by their students who are under 21 years of age. Hocking College has since adopted the Drug and Alcohol Parental/Guardian Notification Policy.

- First alcohol violations of the Hocking College Student Code of Conduct, (regardless of the age of the offender) will be handled within the Department of Campus Judiciaries and require parental notification.
- First drug violations of the Hocking College Student Code of Conduct, regardless of how minor, will require parental notification.

Please Note: Residence Hall violations and off-campus violations are included as part of a student's Judicial Record.

Statement on Binge Drinking

Binge drinking is a common problem on college campuses and carries a number of risks and negative consequences. Unfortunately, many students do not identify drinking behavior as "binge drinking."

Binge drinking is defined as, "drinking a lot in a short amount of time;" it is not just about quantity of drinks. For a woman, consuming four or more drinks in a row one or more times in a two-week period constitutes binge drinking. For a man, consuming five or more drinks in a row one or more times in a two-week period defines binge-drinking behavior.

When a person drinks alcohol quickly, his or her blood alcohol level goes up quickly. This can cause various social, legal

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and medical problems and can lead to alcohol poisoning or even death. Frequent binge drinking can lead to long-term problems with alcohol. Binge drinking and related activities are a violation of the Mental or Bodily Harm provision of the Hocking College Student Code of Conduct. Violation of a Code I offense may result in sanctions of suspension or expulsion of the individual or organization from the college. When a student is identified with possible abusive or problem drinking, the college will attempt to intervene in a therapeutic manner through Campus Judicial sanction for referral to possible counseling and/or intervention programs.

Hocking Behavioral Intervention Team

The Hocking Behavioral Intervention Team (BIT) is a group of staff and faculty who assess at-risk situations and develop action plans to address such situations. The BIT is a multidisciplinary team comprised of Residence Life, Counseling Center, Judicial Affairs, Campus Safety, Faculty, and other applicable parties.

The team meets weekly to discuss incidents of student behavior and to assess, intervene and monitor any concerns referred to the HBIT through the Student Incident Reporting system.

Incidents may include the following:

- Suicide attempts or expression of suicidal thoughts or feelings
- Students who threaten to harm other students, staff, or community
- Relationship violence situation
- Students with weapons on campus
- Disruptive behavior in classroom
- Aggressive students
- Projects or papers that contain violent or threatening content
- Serious student drug and alcohol related behaviors

Hocking College Campus Safety

Hocking College Campus Safety is located behind Light and Oakley Halls off of Loop Road and is next to the Hocking Heights Residence Hall. Hocking College Campus Safety operates 24 hours-a-day, 365 days-a-year to provide safety and parking services to the campus community. The primary objective of Campus Safety is to provide a safe and healthy environment that enhances campus living and learning experiences and complements the college's educational mission.

Campus Safety is comprised of private contract security and student Campus Safety Officers who have no arrest or police authority but coordinate with local law enforcement to provide the many services of Campus Safety.

Members of the community are encouraged to report criminal activity or emergency situations to Campus Safety by calling the campus extension 6598, or 740.753.6598.

Campus Safety works closely with local law enforcement agencies in the enforcement of federal, state, and local statutes, as well as college regulations.

In addition, Campus Safety communicates with law enforcement to facilitate the exchange of crime-related reports and statistics to ensure a safe environment for our students, faculty, staff, and visitors.

Crime Alerts, Statistics and Regulatory Reporting

The Campus Crime Alert is designed to inform the college community of crimes committed on or near campus in order to heighten safety awareness as well as to request information that will assist Hocking College Campus Safety and local law enforcement agencies in the arrest and conviction of the perpetrator when crimes have been committed against persons or property.

When a crime that presents an immediate threat to the safety of members of the campus community is reported to Campus Safety or a local police agency, Campus Safety will issue a Campus Crime Alert.

Immediate notification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus will be made, unless issuing an alert would compromise the efforts to contain the emergency. The alert will be distributed through the emergency and community notification service (NIXLE), a network of on-campus buildings and all residence halls, as well as through email to the college community.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that all institutions of higher education that receive federal financial assistance produce an annual security report which is distributed to all current students and employees and a summary of which is available to all prospective students and employees. This information is available on the Hocking College website at www.hocking.edu.

Community Notification System – NIXLE

The NIXLE Notification System allows for improved communication with students, employees, and family members of our campus community. Through NIXLE, Hocking delivers messages securely via e-mail and cell phone, supporting and expanding community outreach efforts. The system provides a quick, efficient, and secure way to get neighborhood-level information out to community members who subscribe to the system. Notifications might be considered in the following instances:

- Flooding or traffic accident closes a roadway on or near campus – NIXLE advisory would allow community members to plan accordingly when traveling to or leaving campus. A follow-up message can also be sent to advise when road conditions improve and travel has resumed.

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- Public safety emergency requires people to stay in their buildings or remain away from campus - NIXLE alert will notify subscribers of what is happening, allowing them to take a proactive role in their own safety.
- Planned event that will be utilizing a specific area of campus – NIXLE message sent prior to the event will allow everyone to be informed and plan accordingly.
- Other uses: Crime alerts, cancellations/closures, large-scale public works projects, traffic safety implications around large fire scenes, community events such as parades, fireworks, picnics, details about a health emergency in the area, utility outage advisories or boil orders.

Anyone can register for NIXLE at nixle.com/register. No spam or advertising is associated with NIXLE Municipal Wire messages. The system is available at no cost. However, standard text message rates apply for subscribers who do not have text plans with their cell phone providers.

Division of Parking

Established by college resolution, Hocking College Campus Safety is charged with enforcing parking rules and regulations established by the institution and administers the appeals process. As related motor vehicle, traffic and parking policies of Hocking College were enacted to facilitate the productive work of faculty, staff, and students, as well as other persons on the college property, managing vehicular traffic is imperative to providing a positive environment.

In addition to enforcement responsibilities, Campus Safety is responsible for special parking lot reservations and issuing the required campus parking permits.

All campus community members parking on college property must purchase a parking permit. When students obtain their Hocking College parking permit, they will receive a copy of the parking rules and regulations that include a map of parking locations. Rules and regulations are strictly enforced.

Deviation From Standard Business Operations

Decisions to close the institution, close business offices or cancel classes will be made by the Hocking College President or his/her designee, in consultation with the Campus Safety, and other college administrators as appropriate. These decisions are made operating under the belief that the college is a community and as such is normally open. In the event of severe weather conditions or emergency situations, the college may suspend normal operations and/or classes. The institution equally values the safety and lives of all students, staff, faculty, and visitors while recognizing that effective operations of the college must be maintained.

The levels of operational status are:

- Closed
- Classes cancelled and business offices closed (with essential personnel reporting)

- Delayed opening
- Early release
- Localized and temporary closings

Reliable college status information is available through the home page at hocking.edu, the emergency and community notification service (NIXLE), email, and numerous regional media outlets.

Children on Campus

Children 14 years of age and under must be accompanied and attended by an adult while on the campus. Adults who bring children with them to the campus may be asked to control the actions of the children or remove them from the campus if the children create a disturbance to the orderly functioning of the college. Children are not to be in classrooms, laboratories, or clinical sessions unless they have an assigned role in the curriculum/educational program.

Children cannot be left unattended while parents/adult caretakers are in class. If children are left unattended, parents will be contacted in class and asked to remove the children from campus. Children cannot be left unattended in hallways, computer labs, vehicles, or other areas on campus, including the Student Center.

Communicable Disease

Hocking College seeks to reduce the risk of communicable disease among students and staff and to avert the possibility of an epidemic within the college community. For the purpose of this policy, a communicable disease is defined as a highly contagious disease spread from person to person by casual contact that can lead to a serious potential epidemic or pandemic environment that may threaten the health of the campus community.

All students, faculty and staff are encouraged to promptly report suspected incidents of infection, take appropriate precautions, and cooperate with the college's efforts to limit the consequences of infection. It is the policy of the college to safeguard the welfare of students and employees while maintaining the operations of the college in an effective and efficient manner.

Computer and Network Usage

Hocking College provides computing resources to support the academic and administrative activities of the institution. The resources are intended for the sole use of the college faculty, staff, students, and other authorized users. Computing resources include host computer systems, personal computers, communications networks, printers, software, and files.

Hocking College encourages the use of email and the internet and respects the privacy of users. It does not routinely inspect, monitor, or disclose information without the holder's consent. However, Hocking College reserves the right to monitor its computing resources to protect the integrity of the computer

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and network systems. In addition, Hocking College may deny access to email/internet services and may inspect, monitor, or disclose when files and activity required by and consistent with law when there is substantiated reason to believe that violations of policy or law have taken place.

Hocking College expects that users of campus computing and network facilities will respect the rights of other users, as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Hocking College is a state agency, all information stored in computers owned by Hocking College is presumed to be a public record and subject to disclosure under the Ohio Public Records Law.

Users do not own accounts on college computers but are granted the privilege of using the computing and network hardware and software resources. While users are entitled to privacy regarding information contained on these accounts, the Electronic Communications Privacy Act authorizes system administrators and other college employees to access user files and monitor system activity. By utilizing Hocking College computing and network resources, you give consent to accessing and monitoring, in order to enforce this policy and to protect the integrity of computer systems or the rights or property of the college. System administrators may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. User files may be subject to legal search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on computer facilities are considered "education records" under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. section 1232(g)).

Enforcement

Infractions of the Hocking College Computer and Network Usage Policy will be referred to the Office of Campus Judiciaries. Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved at the procedural interview level. Repeated minor infractions or misconduct that is more serious may result in any sanction not less than the temporary or permanent loss of computer access privileges, or the modifications of those privileges. More serious violations include, but are not limited to:

- Unauthorized use of computer resources
- Attempts to steal passwords or data
- Unauthorized use or copying of licensed software
- Repeated harassment or threatening behavior
- Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing privileges and referral to appropriate law enforcement authorities

Standards

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account
- Using the campus network to gain unauthorized access to any computer system
- Connecting unauthorized equipment to campus network
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data
- Knowingly or carelessly performing an act that will interfere with the normal operations of computer terminals, peripherals, or networks
- Knowingly or carelessly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document
- Violating terms of applicable software licensing agreements or copyright laws
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, and other multi-media files
- Using college resources for commercial activity such as creating products or services for sale
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted email to another user
- Initiating or propagating electronic chain letters
- Inappropriate mass mailing, including multiple mailings newsgroups, mailing lists, or individuals, e.g., "spamming" "flooding" or "bombing"
- Forgoing or misrepresenting the identity of a user or machine in an electronic communication
- Transmitting and/or receiving, reproducing, materials that are slanderous or defamatory in nature, or that otherwise violate existing laws or usage regulations. Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be in view of others
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner
- Using college systems for commercial or profit-making purposes without written authorization from the college administration
- Disobeying lab and system policies, procedures, and protocol (example: time limits on workstation usage and printing charges)

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- Deliberate introduction, creation, or propagation of computer viruses

Dining Services

Through Dining Services, students can find a variety of meal choices every day of the week. Students have the option of paying per purchase or purchasing a meal plan for convenience and cost savings. Minimum plans are required for all students living in campus managed housing. On-campus restaurants offer meals from breakfast through dinner, including grab-and-go options. Nearby in Nelsonville, additional restaurants are available for a change of pace, or a special family occasion, including fine-dining at Rhapsody, a gourmet restaurant managed by the Culinary Arts students.

On Campus Housing

In our campus-managed residence halls, it's easy for students to get involved in the college community. In each hall, students find support from Residence Life staff and a whole new circle of friends in a safe, drug, tobacco, and alcohol-free environment.

Hocking College offers three residence halls. Hocking Heights, Downhour, and North Halls are conveniently located on the main campus just behind the Hawks Nest Dining Hall. Additionally, there are two additional non-college-owned halls located a short distance from campus, Sycamore Hall and Summit on the River. The staff members that residents interact with most frequently are the Resident Success Mentors (RSMs.) In addition to enforcing policies, the RSM staff coordinates educational events that take place in the residence halls, covering topics such as coping with homesickness, using strengths to develop strong study skills, and time management. Each building has its own special features, which can be found online at www.hocking.edu/housing.

Downhour Hall and North Halls are organized into suites. Each double room features semi-loft beds and a bathroom shared by suite. These halls are co-ed by suite.

Hocking Heights Residence Hall offers single, double, and triple rooms. Facilities include in-room microwaves and refrigerators, on-site laundry and kitchen facilities, a community room, on-site study rooms, and internet access.

Summit on the River and Sycamore Halls feature double rooms, a limited number of triples, with internet access, microwaves and refrigerators, and common areas with televisions. Outside amenities include picnic areas with barbecue grills, basketball courts, horseshoe pits and a sand volleyball court.

Off Campus Housing

Students seeking off campus housing should refer to local newspapers and other advertising for the most up-to-date information. Some resources may include The Athens Messenger, or the Athens News, both of which have online editions.

Weapons Policy

Hocking College is committed to providing its students, staff, and visitors an environment that is safe and secure. This commitment includes prohibiting students, staff, and visitors from possessing, or having under their control, a deadly weapon while on the Hocking College Campus, conducting College business while off college property, or in a college vehicle.

Concealed Handgun License

Any staff, student or visitor who possesses a Concealed Handgun License issued by the State of Ohio, or another state with which Ohio has reciprocity, must secure the handgun in the trunk, glove box or other compartment within his/her vehicle immediately upon entering the Hocking College Campus.

Exceptions

An officer, agent, or employee of Ohio or any other state or the United States, or a law enforcement officer, when authorized to carry or have loaded or accessible firearms and acting within the scope of the officer's, agent's, or employee's duties. An individual shall produce their credentials when requested to do so by a representative of Hocking College Campus Safety or law enforcement personnel.

Tools prohibited under this policy such as knives (other than a small folding knife, or knife with a blade less than four (4) inches in length), guns, and bows and arrows used for legitimate academic, athletic, or training purposes must be transported and stored pursuant to College procedures. Weapons used for hunting must be transported and stored pursuant to College procedures.

Definition

"Deadly weapon" means any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon.

"Handgun" means any of the following: (1) Any firearm that has a short stock and is designed to be held and fired by the use of a single hand; (2) Any combination of parts from which a firearm of a type described in division (C)(1) of this section can be assembled.

"Hocking College Campus" means all property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

Violation

Violations of this policy may result in disciplinary action up to and including expulsion for student offences, termination for employee offenses, and a trespass from campus for offending members of the community. Criminal violations will be referred to local law enforcement.

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Fire Alarms

When the fire alarm sounds, immediately leave the building and walk to a safe distance from the buildings (parking areas.) A notice is posted in each classroom and office designating the exit to be used. During evacuation, each faculty/staff member is charged with the prompt and safe exit of students, visitors and of themselves. The fire alarm will stop only when all buildings have been evacuated. Once the “all clear” signal is given, students may re-enter the buildings. Failure to comply with official directions in a fire alarm is a violation of the Student Code of Conduct.

Fire Safety Disclosure

Federal Law requires the publication of an annual Fire Safety Report containing information regarding the campus fire safety practices and standards. Statistics related to incidents of fire are provided on the Federal Disclosure page on the Hocking College website, with the crime statistics. Information will be provided to students in the Residential Hall Handbook, updated annually.

Gambling Statement

Students and college-approved organizations are expected to abide by the federal and state laws related to gambling. Examples of gambling may include, but are not limited to: sponsoring or organizing raffles or any exchanges of money for a chance to win something; betting, wagering, or selling pools; playing card games for money; and using Hocking College resources (phones, meeting spaces, computers, etc.) to facilitate gambling.

Menacing by Stalking Statement

Under Ohio Law, Menacing by Stalking is defined as: The act of a person who, on more than one occasion, follows, pursues, or harasses another, and by engaging in a pattern of conduct, knowingly causes another to believe that the offender will cause the person physical harm, or cause the person mental distress. All forms of stalking are violations of the Mental or Bodily Harm provision of the Student Code of Conduct.

Students found in violation of this provision are subject to a range of disciplinary sanctions including disciplinary expulsion from the college. If an individual believes they are being stalked, they should report their concerns to Campus Safety to obtain assistance in seeking protection. In addition, the concerned individual should also contact the Athens County Victim Assistance Program of the Athens County Prosecutor’s Office at 740.592.3212, to report the problem and seek assistance. If the stalker is a former spouse or partner, contact My Sister’s Place, a shelter house for women and children of family violence, 740.593.3402 for emergency help and information.

Sexual Assault

For the purpose of this statement, sexual assault is defined as any unwanted sexual behavior between two or more persons to

which one person does not or cannot consent. In describing sexual assault, Hocking College relies upon Ohio state law concerning sexual imposition, which is much broader than the traditional concept of rape. Hocking College prohibits sexual conduct, or contact with others, which can involve compelling a person to submit to sexual conduct or contact by force, or threat of force, use of intoxicants to substantially impair the survivor’s power to give consent, engaging in such acts when there is reasonable cause to believe the person suffers from a mental state which renders him/her incapable of understanding the nature of the contact, the offender knows that the sexual conduct or contact is offensive to the person, or is reckless in that regard, or where the person is under 13 years of age.

A goal of Hocking College is to create a campus community free from interpersonal abuse, including sexual assault. Sexual intrusions and violations of any degree are serious offenses and compromise the integrity of the college community. All forms of sexual assault are violations of the Mental or Bodily Harm section of the Hocking College Student Code of Conduct. Students found in violation of this provision are subject to a range of disciplinary sanctions, including disciplinary expulsion from Hocking College. Hocking College directs judicial/disciplinary efforts that respect the personal rights of both victim and alleged perpetrator.

Hocking College considers both physical surroundings and educational programming in addressing prevention of sexual assault on campus. The institution continually reviews and modifies the physical surroundings to foster security and safety. Hocking College examines such factors as campus signs, lighting, and locking procedures. The college develops co-curricular educational experiences concerning sexual assault prevention. Involved students, faculty, staff, and community members promote information and discussion on interpersonal abuse concerns. Additionally, Hocking College recognizes that individuals reduce their risk of sexual assault through a process of learning and practicing preventative actions. Hocking College and its community actively support sexual assault survivors. Hocking College has a coordinated response system that attends to the survivors’ physical and emotional well-being.

All reports of sexual assault are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns, investigative needs, and state statutes. In addition, Hocking College publishes and disseminates annual statistics on incidents of sexual assault.

Students affected by sexual assault may also seek assistance by negotiating housing and academic accommodations. Members of the Hocking College community who have been sexually assaulted are strongly encouraged to talk with a counselor, consider obtaining medical assistance and report the crime to Hocking College Campus Safety. Counseling services are available on an as-needed basis. Counseling services are free and confidential. Survivors are advised to consider medical

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attention for three reasons: testing and/or treatment of sexually transmitted diseases; pregnancy or physical injuries; and for legal evidence collection, which is important if the survivor wishes to prosecute at any point in time. Note: when an alleged assault is treated in an emergency room, the law enforcement agency in the jurisdiction where the assault occurred is automatically notified.

A criminal investigation will follow at the survivor's discretion. It is noted that some sexual assault survivors have waited for days, months or years to seek assistance. A Hocking College student who is a survivor of sexual assault may seek counseling from the Hocking College Counseling Center or other community counseling resources at any time.

Survivors are encouraged to report the assault as soon as possible to Hocking College personnel and/or the appropriate law enforcement agency. Early reporting will assist in the investigation and collection of evidence relevant to the case. All reports of sexual assault are confidential. Reporting the sexual assault to the authorities in no way compels an individual to pursue a specific course of action. However, reporting does enable an individual to be apprised of the medical, emotional, legal, and college judicial options for dealing with the assault. Hocking College desires to maintain a campus community free from interpersonal abuse including sexual assault. Hocking College commits its resources to the following processes:

1. To provide crisis intervention for victims;
2. Disciplinary and/or criminal consequences for the alleged offenders; and
3. To educate and promote discussion on interpersonal abuse and violence.

Social Networking Sites

Facebook (and other internet social networking forums) create as many obligations as they do opportunities for expression. Hocking College cannot control or limit who views Facebook pages, or other Internet expressions of the individual's identity. Hocking College is not responsible for any negative ramifications (such as from employers, families, strangers) that may result from students' marketing of themselves on internet forums.

Hocking College asks that all students consider the following before posting anything on Facebook or other social networking sites:

- **Invincibility:** Think about your marketability today in college social circles and who you might want to be in five or ten years. Take into account your obligations regarding proper conduct as a citizen and potential ramifications of your actions. This includes, but is not limited to, potential employers viewing Facebook; potential libelous reprimands for statements made about a professor or other person; college staff reviewing materials posted

construed as inappropriate. Students should consider how they are branding themselves on the internet.

- **Caching:** This means if something on Facebook (or equivalent), even for a day or two is posted and then removed, it still remains accessible to the rest of the world on the Internet. The procedure to get something removed from Google (which doesn't take into account other search engines) is a lengthy bureaucratic procedure that doesn't guarantee your posting will cease from Internet existence.
- **Legal:** Be sure to take the feelings and representation of others into account. The student may be liable for damages under either defamation or libel. Posted photographs or information about someone may be construed to be an "invasion of privacy" or "false light" or "misappropriation of likeness."

Statement on Hazing

Hocking College maintains the autonomy of campus organizations and clubs within the constraints of the established rules and regulations as outlined in the Student Code of Conduct. Membership in campus organizations and clubs and activities undertaken by said membership and individuals must be consistent with the stated purposes of the organization and the educational mission of Hocking College. Any activities that may be construed as hazing are specifically and unequivocally prohibited.

Hazing is a violation of the Mental or Bodily Harm provision of the Hocking College Student Code of Conduct. Violation of a Code I offense may result in sanctions of suspension or expulsion of the individual or organization from the college. When a campus organization, club, or individual is found to be involved in a possible hazing activity, the college shall initiate disciplinary action. Such action shall be conducted in compliance with conduct proceeding as outlined in the Student Code of Conduct. Organizations and/or individuals found in violation of the Student Code of Conduct shall be subject to the range of sanctions, as outlined in the code.

Statement of Liability

Hocking College is not responsible for the loss of money or valuables of any person, or for the loss of damage of any resident's property by fire, water, or theft. Residents are encouraged to carry personal property insurance. All students should carry health insurance.

Student IDs

Student Identification Cards are not only used for identification, but also needed for access to certain buildings, and to obtain services from the Hocking College Library, Dining Services and Student Center. Initial IDs are created at no charge. Students must have a computerized Hocking College schedule and photo ID (state ID or driver's License) to obtain a student ID. Replacement cost for a lost or stolen ID is \$25.

General Information

Tobacco-Free Campus Policy

Hocking College will be a smoke and tobacco-free environment for all members of the college community. This includes employees, students, visitors, volunteers, patrons, and customers.

For the purpose of this policy, the college is defined as facilities, property and grounds used to carry out the mission of Hocking College at any location. This will also extend to college parking lots and sidewalks adjacent to college buildings and grounds in keeping with the Nelsonville City policies.

There will be no designated smoking or tobacco use areas.

The use of tobacco or smoking products is defined as all nicotine, tobacco-derived or containing products, and plant based products including, but not limited to cigarettes (e.g., clove, bidis kreteks), electronic cigarettes, vaping, cigars and cigarillos, hookah-smoked products and oral tobacco (spit and spit less, smokeless, chew, snuff).

As in the past, the first offense will result in a warning citation and requirement to take an online course through the American Cancer Society in lieu of a \$100 fine. Second offense will result in a \$100 fine and a requirement to take the online course. Repeat offenses will be subject to a \$100 fine for each offense.

Student Grievance Procedure

Purpose

The purpose of the Hocking College Student Grievance Procedure is to provide a system for the internal administrative review of student concerns, with the goal of a fair and equitable resolution of the issue(s) including academic affairs, student affairs, business operations, and disabilities. The Student Grievance Procedure is designed for students who believe they have been treated unfairly regarding any college issue(s), denial of due process rights, discrimination/discriminatory treatment, and/or any action by College employees, students, or third parties which has had an unfair and adverse impact on a student's learning experience. Throughout this process, the position of all parties will be evaluated in a fair and impartial manner. Steps will be taken to prevent any recurrences of discrimination, harassment, or any other conduct that is inconsistent with the mission of the College.

Definitions

Student: A student is defined as any person currently enrolled at Hocking College.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the College including, but not limited to the following:

1. The interpretation and application of the policies and procedures of the College.
2. Academic complaints, including grade appeals for a final grade in a course.
3. Acts of reprisal as a result of utilization of the grievance procedure.
4. Complaints of discrimination lodged against staff or faculty on the basis of the protected rights of race, color, creed, political affiliation, age, disability, national origin, or gender.
5. Acts of malicious intent to violate the constitutional rights of individuals.

Calendar Day: A calendar day is defined as any day the College is open as specified in the College Academic Calendar.

Student Grievance Process

The grievance process is used when a student has a complaint that the student believes is fundamentally unfair. For all academic issues, including grade appeals of a final course grade, see Academic Grievance Process below. In addition, complaints of discrimination can be resolved through the grievance process if they cannot be addressed through other channels, such as the Sexual Harassment and Misconduct procedures. It is intended that this Procedure provides a problem-solving atmosphere which emphasizes resolution and reflects the best interests of the grievant, and the College.

Our goal is to resolve student concerns informally through direct communication between the student and the appropriate College personnel. Complaints may be filed with the Office of Civil Rights or other entities at any time.

Step One: Informal Resolution

Before filing a formal complaint, the student is encouraged to send an email requesting a meeting with the College employee within ten (10) calendar days with whom the student has a complaint or dispute. In a situation where the grievance does not concern a specific employee, the student should send an email to the College employee with administrative responsibility for the policy or procedure. Every reasonable effort should be made to resolve the matter informally. If the student is not sure who to contact, they should send an email to the Hocking Ombudsman at ombudsman@hocking.edu for assistance.

The Informal Resolution Step is voluntary and not required to be taken prior to making a formal complaint in Step Two by submitting an incident report within (10) days of the incident.

Step Two: Formal Complaint

In the event that the matter cannot be resolved informally the student can submit a formal complaint/grievance at

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<https://www.hocking.edu/report-it> within ten (10) calendar days of meeting with the College employee in Step One.

The report will be assigned to the appropriate staff member according to the subject matter of the issue as follows:

- Academic Affairs - Complaints regarding academic affairs will be forwarded to the Dean, or designee of the respective program who will follow the Academic Grievance Process included below.
- Student Affairs - Complaints regarding general policies, procedures, governance, residence life, or any other Student Affairs functions will be forwarded to the Vice President of Student Affairs, or designee.
- Human Resources - College staff, consultants, or part-time personnel: Complaints regarding College staff, consultants, or part-time personnel will be forwarded to the Director of Human Resources.
- Admissions - Complaints regarding admissions will be forwarded to the senior staff member over Admissions.
- Financial Aid - Complaints regarding admissions will be forwarded to the senior staff member over Financial Aid.
- Senior-level Administrators - Complaints regarding senior-level administrators will be forwarded to the Office of Human Resources.

Alternate Contact Person

Whenever the subject of the complaint is the person to whom it is assigned, the student may contact the Office of the Vice Presidents at (740) 753-7137 for assistance. The Vice President of Academic Affairs and the Vice President of Student Affairs will collaborate and shall designate an alternate member of the administration to receive and hear the grievance.

Meeting

After receiving the written grievance, the staff member that has been assigned, will schedule a meeting with the complainant within ten (10) calendar days of the date the complaint was submitted, and the person about whom the complaint is made, if appropriate.

The complainant(s) and the respondent(s) may each, if they choose, be accompanied at the meeting by an advisor, but the assigned staff member must be notified 72-hours in advance if an advisor is to be present. At the meeting, the parties shall make a statement regarding the issues that led to the grievance, ask questions, and present any documentary evidence he or she wishes, including signed written statements from other parties.

Academic complaints shall be processed pursuant to the Academic Grievance Process, outlined below.

Notification

Within ten (10) calendar days of the meeting, the staff member will provide a written report on the grievance to the complainant(s) and respondent(s) and copy the Office of

Community Standards and Accountability at: communityaccountability@hocking.edu

The Office of Community Standards and Accountability will upload the final report into the case file.

The Office of Community Standards and Accountability will notify all other affected students, if any, regarding the conclusion of the investigation.

Witnesses and Other Evidence

The parties may bring witnesses to the meeting to give information on relevant facts and circumstances. The meeting may be adjourned and rescheduled at the discretion of the staff member, and the staff member reserves the right to set limitations as to the length of the meeting.

Record Retention

Records related to complaints will be kept for a period of seven years.

Retaliation

The College will not tolerate retaliation against an individual who makes a report or participates in any proceedings under this Procedure.

Student Grievance Log

A Student Grievance Log will be maintained within the Office of Community Standards and Accountability. Student Grievance Logs will be reviewed annually by Cabinet.

Academic Grievance Process

Hocking College requires faculty and students to uphold the highest principles of academic integrity and to act in a manner that preserves freedom of inquiry and intellectual exploration. The Hocking College faculty is composed of individuals whose professional skills enhance the learning process and who, by their commitment to advancing knowledge, are expected to apply common principles of good teaching, strong mentoring, and fair evaluation of student performance in a course of study or work experience.

The assessment and evaluation of student performance is the responsibility of the faculty. The faculty member is the sole judge of student performance. Only the faculty renders an evaluation of student work and progress in a course or work experience.

College grading policies and procedures reflect the quality of performance and achievement of competency by students who complete one or more courses. Students have the right to ask instructors for an explanation of any grade received. A final grade appeal should not be entered lightly by a student, nor lightly dismissed by an instructor. It is the responsibility of the instructor to assign a final grade. Students have the

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responsibility of providing documentation that establishes sufficient grounds for changing a grade.

Students who have reason to believe that a violation of professional ethics has occurred or that the assessment of their work was the result of error, capriciousness, or was evaluated by criteria other than those stated in the course syllabus, or appropriate for the course or work experience have the right to file an academic complaint pursuant to the process, outlined below.

Simple disagreement with the instructor's professional judgment about the quality of the work does not constitute legitimate grounds for filing a complaint. Before filing an official complaint, students should speak with the faculty member regarding their concerns. This conversation will provide clarification, better understanding, and may result in grade mediation with no need to file a formal complaint.

This Academic Complaint Procedure does not replace or require changes to any other policies/procedures governing faculty behavior.

Procedure

For the purposes of this procedure, an academic complaint is an allegation or accusation brought against a faculty member by a student who seeks redress for an alleged wrong or injustice in a teaching and learning environment.

At any step in the complaint process procedure, the student or the faculty member may invite an advisor to accompany them to any of the meetings to help resolve the complaint. The time periods given in each step below are flexible in order to accommodate the academic calendar.

Every reasonable effort should be made to resolve the matter informally.

Step One – Informal Resolution - Faculty Meeting

The student must send an email to the faculty member requesting a meeting discuss a resolution to the issue within ten (10) calendar days of the date of the incident that is the subject matter of the complaint. In the case of adjunct faculty, visiting faculty, or faculty no longer employed at the College, the student shall schedule a meeting with the faculty member's supervisor. For matters related to a final grade in a course, the student must send an email to the faculty member requesting a meeting to discuss a resolution to the issue within ten (10) calendar days from the date the final grade was posted.

The Informal Resolution Step is voluntary and not required to be taken prior to making a formal complaint in Step Two by submitting an incident report within (10) days of the incident. For matters related to a final grade in a course, if the student chooses to skip Step One, the formal complaint must be submitted within ten (10) calendar days from the date the final grade was posted.

Step Two – Formal Complaint - Academic Advisor/Supervisor Meeting

In the event that the matter cannot be resolved informally the student can submit a formal complaint/grievance at <https://www.hocking.edu/report-it>. Click on Report Complaint/Grievance within ten (10) calendar days of meeting with the faculty member in Step One.

Alternate Contact Person - If the academic advisor is a party to the complaint, the student shall contact the academic advisor's supervisor. If the student is not comfortable talking to any staff within the school, they may contact the Ombudsman at ombudsman@hocking.edu.

The student shall present, to their academic advisor, specific concerns and any supporting documentation. The academic advisor shall make every effort to resolve the complaint. The academic advisor will either:

- a) Mediate a resolution in consultation with the faculty member and the student. If the complaint is resolved, the academic advisor will create a written report including a summary of the complaint and the resolution.

Notification

Within ten (10) calendar days of the meeting, the academic advisor will provide a written report on the grievance to the complainant(s) and respondent(s), faculty member (if not listed as a respondent), academic advisor, Dean and copy the Office of Community Standards and Accountability at: communityaccountability@hocking.edu.

The Office of Community Standards and Accountability will upload the final report into the case file.

The Office of Community Standards and Accountability will notify all other affected students, if any, regarding the conclusion of the investigation.

If the complaint cannot be resolved, the academic advisor will forward a written report to the Dean of the department including:

1. The nature of the complaint,
2. The efforts taken to resolve the complaint, including the names of the staff members the student met with, and
3. A proposed solution.

Step Three – Dean/Academic VP Meeting

Within ten (10) days of the receipt of the report from the academic advisor in Step Two, the Dean, or designee, will implement the following process. If the Dean completed Step Two, the Academic VP will complete Step Three.

- a) The Dean/Academic Vice President, or designee, will conduct an investigation.
- b) The Dean/Academic Vice President, or designee, may:

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- Mediate a resolution in consultation with the faculty member and the student.
 - Dismiss the complaint if it is found to be illegitimate or unfounded.
- c) The Dean/Academic Vice President, or designee, will create a report that includes:
1. The nature of the complaint,
 2. The efforts taken to resolve the complaint, and
 3. The final decision.

Notification

Within ten (10) calendar days of completion of the investigation, the Dean will provide a written report on the grievance to the complainant(s) and respondent(s), faculty member (if not listed as a respondent), academic advisor, and copy the Office of Community Standards and Accountability at: communityaccountability@hocking.edu.

The Office of Community Standards and Accountability will upload the final report into the case file.

The Office of Community Standards and Accountability will notify all other affected students, if any, regarding the conclusion of the investigation.

Alternate Contact Person - If the complaint involves the Dean in their role as an instructor, the Vice President of Academic Affairs will review the complaint and will be empowered to function as the Dean would.

Disability Grievance Process

Through policy and practice, Hocking College is committed to providing to all enrolled students equal access to campus programs, services, and activities. The College supports you in your right to file a grievance when you believe you have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids, or effective communication, or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The grievance procedures listed below applies to all disability discrimination complaints alleging any action prohibited by Section 504 or Title II carried out by College employees, students, or third parties.

The College will provide measures determined to be necessary to restore or preserve the complainant's equal access to the College's education programs or activities. If discrimination or harassment is found to have occurred, steps will be taken to prevent the recurrence of discrimination or harassment and to correct its effect if appropriate. Remedies will be determined and monitored by the Accessibility Resource Office ("ARO") throughout the Complainant's enrollment with the College. The College will not tolerate retaliation against an individual who makes a report or participates in any proceedings under this Procedure. Hocking College Procedure prohibits the College or others from intimidating, threatening, coercing, or discriminating against any individual for the purpose of

interfering with any right or privilege secured by Section 504 or Title II or because an individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws.

The general grievance procedures, which apply to all students, are available to students with disabilities. The grievance procedures listed below are additional procedures that apply to students with disabilities who feel their rights have been violated under 504 and ADA.

Request for Accommodations

Enrolled students should submit any request for accommodations to the Accessibility Resources Office, located in Davidson Hall 114, for consideration. It is expected that prior to the consideration of such requests, students will provide recent professional documentation that speaks to the nature and severity of the specific disability and the requested accommodations. Granted requests for academic accommodations will be specific to the documented needs of the individual student. Additional information regarding academic accommodations can be obtained in the Accessibility Resources Office in Davidson Hall 114.

Steps to Resolution

If a student has reason to believe that they have been denied equal access to any campus program, service, or activity including requests for academic accommodations, there are mechanisms in place to assist in bringing about a timely resolution, as follows:

Independent Resolution

Students are encouraged first to attempt to resolve concerns independently by initiating a meeting with the staff member, faculty member, or student with whom there is a concern or disagreement. Concerns may be related to the response for a requested academic accommodation or to the belief that one's rights as a student with a disability have been denied. Many times, when both parties have the advantage of directly sharing their concerns, the matter can be resolved without further assistance. However, when the matter cannot be resolved independently, students are strongly encouraged to address such instances through the following steps.

Reporting a Complaint

Students who believe that their rights as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 have been denied should report such instances to the Accessibility Resources Office located in Davidson Hall 114. The complaint should be submitted by email to the Director of Academic Support and Disability Services at accessibility@hocking.edu. It is important that concerns are reported within 30 days of the alleged incident or situation, or when an independent resolution with the faculty member, staff member, office, or student in question cannot be achieved. Timeliness in addressing concerns helps to ensure expedient resolution and minimal disruption to the student's academic

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schedule. Any student bringing forth a complaint has the right to be assisted by a support person of his or her choosing from Hocking College; however, the complainant is responsible for presenting his or her information. Advisors are not permitted to participate directly in the resolution process.

In the event that the grievance is with the Accessibility Resources Office, the complainant should submit their complaint to the Office of the Vice Presidents located in John Light 148. Within 10 business days of receiving the complaint, a designated representative from the Office of the Vice Presidents will evaluate the complaint, determine an appropriate resolution, and issue a decision to the complainant via email.

Students may submit a grievance with The Office of Civil Rights (OCR), The Department of Justice (DOJ), or the Department of Education at any time during the grievance process. These entities will take complaints and investigate when appropriate.

Following the informal resolution process is voluntary and not required before making a formal complaint.

Informal Resolution

Within 10 work days of submission of the written statement, the Director of Academic Support and Disability Services will meet with the complainant and then, if necessary, jointly with both parties with the intended goal of seeking a mutually agreeable solution that preserves the student's right to equal access and participation in services, programs, and activities at the College while maintaining the College commitment to academic standards of excellence within a residential community.

Formal Resolution

Unresolved complaints shall be forwarded to the Accommodations Review Board in the event of an unsuccessful informal resolution meeting. Complaints must be forwarded in a timely manner, and in writing, including the name and campus address of the student initiating the complaint, the name(s) and address (es) of the individuals who allegedly denied the student rights, and a descriptive statement of the problem and its potential impact on the complainant.

Accommodations Review Board

The role of the Accommodations Review Board (ARB) is to formally hear and resolve disability related complaints that have not been resolved independently or through informal measures. The burden of proof that a reasonable accommodation was wrongly denied must be sustained by the student. Membership on the Accommodations Review Board includes three members made up of Faculty, Program Managers and/or Deans appointed by the Vice President of Academic Affairs. The Director of Academic Support and Disability Services serves in ex-officio capacity except in the event the grievance is with the Accessibility Resources Office. Under these

circumstances, the Vice President of Academic Affairs will serve on the Accommodations Review Board in an ex-officio capacity.

Students are provided the opportunity for an advocate to assist in case compilation. A person serving in an advisory or advocate capacity may not participate directly in a hearing or address the board on behalf of the student unless, in the sole discretion of the Accommodations Review Board, there exists a communication difficulty sufficiently severe as to prevent a fair hearing or in extenuating circumstances, acknowledged by the Accommodations Review Board.

The student may present witnesses, witness statements, or other evidence to the Accommodation Review board.

Notification of Outcome

The Accommodation Review Board shall meet in a timely manner (within 10 business days) upon receiving notification that a formal complaint has been filed. The Accommodations Review Board shall review the written formal complaint and related documentation and, if need be, call either or both parties for points of clarification or additional information. Written notification of the outcome should be provided to both parties once a decision is reached. The decision of the Board is final.

Maintenance of all documentation of disability grievances and proceedings will be maintained within the Accessibility Resources Office in a drive shared with the Vice President of Academic Affairs.

Additional Avenues for Resolution

Filing a complaint within the College grievance system in no way precludes an individual's right to file a grievance with the Office of Civil Rights, Department of Education, or Department of Justice.

Student Grievance Appeal Process

Students have a right to appeal a decision made under this Procedure. To appeal a decision under this Procedure, the student must submit an official appeal by completing the Student Grievance Appeal Form located at: <https://www.hocking.edu/student-affairs> within ten (10) calendar days of notification of the decision made by the respective College employee. The written request must state the grounds on which the appeal is made and the desired outcome or ideal solution.

The grounds for appeals are limited to the following reasons:

1. Arbitrary or Unreasonable: The decision is not in accordance with the facts presented and/or is based on individual discretion or judgment; not based on any objective distinction.
2. Substantial Procedural Error: The specified error must have substantially altered the decision in such a way that the accused student was denied a fair process or prevented the staff person from making a fair decision.

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3. Presence of New Information: New information has come to light that was not present or available at the time of the meeting. This information must be substantial enough in nature to alter the decision.

The student may request assistance from Student Affairs to complete the necessary documentation. The completed form, with documentation attached, will be forwarded to the office of the Vice President of Student Affairs to present to the Student Grievance Appeal Workgroup under the Student Experience Committee.

An appeal will be limited to a review of the records of the initial meeting/hearing (if applicable) and supporting documents except when explaining the basis of new information was not available at the hearing. If an appeal is denied, the original decision is implemented.

Decisions

The Appeal Decision will be presented in writing to the parties involved, within ten (10) calendar days of the date the appeal was submitted. The Student Grievance Appeal Workgroup may:

- Return the matter to the appropriate employee with a recommendation to revise the decision;
- Affirm the decision on which the appeal is based and implement the original decision; or,
- Dismiss the appeal.

In considering the original evidence presented at the initial meeting, in light of alleged new evidence, the Vice President of Student Affairs (or designee) will order a new meeting only if the new evidence is of such a nature to change the outcome of the original decision.

Contact Information

The Hocking College Directory can be found at:
<https://hocking.edu/directory>

Accessibility Resource Office

David Herold
Director of Academic Support and Disability Services
Davidson Hall 114
3301 Hocking Pkwy
Nelsonville, OH 45764
Phone: 740.753.7104
heroldd@hocking.edu

504 Compliance Officer

Dr. Jarrod Tudor, Executive Vice President
John Light Hall 149
3301 Hocking Pkwy
Nelsonville, OH 45764
Phone: 740.753.7149
tudorj@hocking.edu

Ohio Civil Rights Commission

Phone: 614.466.2785
TTY: 614.752.2391

Department of Justice

Phone: 202.514.2000
TTY: 800.877.8339

Department of Education

Phone: 800.872.5327
TRS: dial 7-1-1 to access telecommunications relay services

Hocking College Ombudsman

Email: ombudsman@hocking.edu
Phone: 740.753.7137

Dental Hygiene

School of Allied Health & Nursing

Program

The Hocking College Dental Hygiene Program curriculum includes a broad scope and depth of material which reflects the vision of Hocking College. The curriculum fosters professionalism, personal growth with motivation, and self-assessment in the dental hygiene student.

Appropriate instruction is provided as indicated by the dental hygiene scope of practice from the Ohio State Dental Board's Ohio Dental Practice Act and the Commission on Dental Accreditation (CODA). The curriculum provides content that increases knowledge and skills that enables the student to be successful in passing the NDHBE and the CDCA/WERB dental hygiene board exams, which is a vital part of obtaining a license to practice dental hygiene. Each term includes both didactic and clinical courses that build upon the next sequence order. This requires that the student successfully complete all courses, in dictated sequence, to move into the next semester. Guided experiences in didactic, laboratory, and clinical aspects of the dental hygiene curriculum, combined with general courses, allows for the development of professional, competent, and responsible dental hygienists. Entry-level dental hygienists provide quality dental health care through the evaluation of assessment, diagnosis, planning, and implementation of the dental hygiene process of care.

Students are required to complete preclinical requirements, such as separate application processes, background check, physical examination, observation hours, preclinical courses, and TEAS Testing Exams.

Program Outcomes

- Apply theoretical principles and perform procedures relevant to the dental hygiene practice, routinely self-assessing performance abilities to ensure a high standard of care.
- Determine the need and extent of patient-centered treatment utilizing critical thinking skills, including radiographic exposure, routine preventative procedures, periodontal therapy procedures, referral for additional assessment and/or treatment, response to medical/dental emergencies, and all other treatment needs.
- Utilize the dental hygiene process of care in the prevention and/or treatment of oral diseases, assessment, dental hygiene diagnosis, planning, implementation, evaluation, and documentation.
- Apply oral health literacy utilizing analysis of current research literature to provide oral and overall health promotion to individual patients and the community using evidence-based information.
- Utilize standard precautions for infection control during all phases of appointment planning, patient interaction, and treatment.
- Discern and manage ethical issues (using Dental Hygiene Code of Ethics and federal and state laws), exercise sound clinical judgement and collaborate with diverse populations of professionals and patients.

Career Opportunities

The Dental Hygiene Program prepares graduates for entry-level dental hygiene clinical careers in the dental field. If students wish to acquire a bachelor's degree to pursue other career opportunities, Hocking College transfer credits may be applied. There are many opportunities outside of the clinical setting for dental hygienist with a bachelor's degree including, but not limited to, Corporate: Pharmaceutical Sales, Dental Supplies Sales, Dental Office Manager, Corporate Educator, Insurance Treatment Coordinator. Education: Classroom Instructor, Clinical and Didactic Instructor, Laboratory Instructor. Public Health Local/State: Dental Public Health Officer, Community Clinic Administrator, and National Health Service Corps Member.

Accreditation

Accredited by: Commission on Dental Accreditation (CODA) Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
800.232.6108

Associate of Applied Science in Dental Hygiene

Course No.	Pre-Clinical	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
CHEM-1102	Chemistry I	4.00
ENGL-1510	English Composition I	4.00
GS-1010	Pathway to Prosperity	1.00
MATH-2250	Introductory Statistics	4.00
Semester Total		17.00

Course No.	Autumn 1	Credit Hours
DHYG-1000	Dental Hygiene Theory & Instrumentation	4.00
DHYG-1103	Dental Radiology	3.00
DHYG-1108	Oral Anatomy & Head/Neck Anatomy	2.00
BIOS-1114	Anatomy & Physiology II	4.00
DHYG-1106	Tooth Morphology	1.00
DHYG-1112	Dental Hygiene Concepts	1.00
PSYC-1101	General Psychology	3.00
Semester Total		18.00

Course No.	Spring 1	Credit Hours
DHYG-1114	Local Anesthesia/Pain Control	2.00
DHYG-1200	Clinical Dental Hygiene I	4.00
DHYG-2104	Periodontology I	2.00
DHYG-1107	Embryology & Histology	1.00
MICR-1201	Microbiology	4.00
DHYG-1115	Dental Materials	2.00
DHYG-2103	General & Oral Pathology	2.00
Semester Total		17.00

Course No.	Summer 2	Credit Hours
DHYG-2102	Dental Pharmacology	2.00
DHYG-2105	Periodontology II	1.00

Allied Health & Nursing

DHYG-2200	Clinical Dental Hygiene II	5.00
COMM-1130	Speech	3.00
SOCI-1101	Introduction to Sociology	3.00
Semester Total		14.00

Course No.	Autumn 2	Credit Hours
DHYG-1113	Community Dentistry (SL)	2.00
DHYG-2220	Clinical Dental Hygiene III	5.00
DHYG-2650	Dental Hygiene Capstone	1.00
GS-2010	Pathway to Prosperity II	1.00
Semester Total		9.00
Total Credit Hours		75.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Fitness Management

School of Allied Health & Nursing

Program

Hocking College's Fitness Management program provides you with training for employment in the fitness industry — from a Certified Personal Trainer (CPT), Group Fitness Instructor (GFI), and health fitness specialists to manager of a fitness facility or even ownership of your own personal business. Our dynamic hands-on curriculum provides our graduates with the skills and certifications necessary to start working at some of the most exciting and challenging fitness facilities in the world.

This program also provides you with the management and leadership skills needed to operate your own personal training business or serve as a manager at one of the top facilities in the country. You will develop a business plan that includes a professional portfolio of required legal, business, equipment, and human relation forms while developing competencies needed to succeed as a professional fitness provider.

Experience and confidence grow as you and your classmates plan and execute hands-on campus and community events.

The program concludes by taking the NSCA Certified Personal Trainer Exam and culminates with a 200-hour, off campus internship at a fitness or wellness center tailored to your goals, where you will have an opportunity to apply your fitness knowledge in a real-world setting.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking an Associate of Applied Science in Fitness Management Technology Degree:

- Create a portfolio of in-demand skills required in the fitness and recreation industry.
- Demonstrate ability to obtain complete fitness assessments that include the following: body composition, flexibility, cardiorespiratory and muscular strength, and endurance.
- Design safe, appropriate, and effective exercise programs that incorporate the five components of fitness (cardiorespiratory, flexibility, body composition and muscular strength and endurance) while adhering to proper prescription guidelines (frequency, intensity, type, time, and enjoyment) that are based on the client's fitness level, goals, and special consideration.
- Describe the benefits, limitations, anatomical and physiological responses to flexibility and design appropriate warm-up and developmental plans using active, passive, dynamic Proprioceptive Neuromuscular Facilitation (PNF) stretches for all body parts.
- Demonstrate proper techniques for lifting and spotting resistance training exercises on numerous free weight and machine apparatuses while ensuring proper breathing and use of weight belts and supporting equipment.
- Develop resistance training programs that incorporate needs analysis exercise selection, training frequency, exercise order, training load and repetitions, volume and rest period for various populations, skill levels and training experience.
- Research business and management principles required for a successful modern fitness facility and recommend appropriate customer safety, satisfaction, and retention measures.

- Present the four periods of a traditional periodization model to include the three preparatory phases and then design conditioning programs for various populations.
- Identify the coronary heart disease risk factors (both threshold and mechanistic classifications) and provide strategies to reduce cardiovascular disease.
- Prepare a basic business plan required to start a personal trainer business that includes market analysis, services offered, management style, feasibility, and marketing plan.
- Demonstrate management and business skills while developing and conducting special events such as weight-lifting competition, indoor triathlon and road races or completing community service projects with the Special Olympics, assisting our veteran's or hosting sporting events for the community.

Career Opportunities

Endless employment opportunities exist in the fitness industry. Graduates of the Hocking College Fitness Management program find employment as certified personal trainers, group fitness instructors, and fitness managers in a variety of commercial, corporate and community or recreational settings. Graduates may also unleash their entrepreneurial skills by becoming an owner/operator of their own business. Annual starting salaries range from \$21,000-\$32,000 depending upon employment location.

Licensure and Certification

In addition to taking the NSCA CPT certification exam that is integrated in the curriculum, graduates of the Fitness Management program are also equipped to take the following national certification exams: American College of Sports Medicine (ACSM) Health Fitness Specialist (HFS) and CPT, the American Council of Exercise (ACE) CPT and many more.

Associate of Applied Science in Fitness Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
FT-1110	Foundations of Exercise	3.00
PED-1401	Beginning Swimming	1.00
EM-1135	Basic Life Support (CPR)/BFA	0.50
FT-1160	Resistance Training	3.00
MATH-1103	Applied Mathematics	3.00
or		
MATH-1113	College Algebra	4.00
	Semester Total	15.50-16.50
Course No.	Spring 1	Credit Hours
FT-1130	Aerobic & Group Exercise	3.00

Allied Health & Nursing

MICS-1121	Microsoft Office	3.00
PSYC-1101	General Psychology	3.00
DT-1102	Basic Nutrition	3.00
FT-1126	Exercise Testing	4.00
Semester Total		16.00

Course No.	Autumn 2	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
FT-2100	Special Populations & Aging	3.00
COMM-1130	Speech	3.00
FT-2131	Exercise Prescription	3.00
FT-2220	Fitness Management Projects I	3.00
Semester Total		16.00

Course No.	Spring 2	Credit Hours
BUS-1100	Introduction to Entrepreneurship	3.00
FT-2191	Fitness Management Projects II	3.00
SUPR-2235	Supervision & Leadership	3.00
FT-2297	Fitness Directed Practicum	4.00
GS-2010	Pathway to Prosperity II	1.00
Semester Total		14.00

Total Credit Hours	61.50-62.50
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Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Healthcare Informatics

School of Allied Health & Nursing

Program

The Healthcare Informatics program will prepare you for an exciting career as a Certified Associate in Health Information Management Systems (CAHIMS) in 2 years. A Health Information Technician is skilled in health information management systems and procedures, has completed an academic program and has satisfactorily passed a national certification exam through HIMSSs CAHIMS examination. A Health Information Technician uses computer applications to assemble, analyze, abstract medical records and they often specialize in coding diagnoses and procedures for reimbursement and research.

Health Information Technicians may also perform data retrieval for quality assurance activities, protect confidential patient information and assist physicians and other health care personnel with appropriate medical record documentation practices.

Additionally, students who take Healthcare Informatics will be eligible to sit for CSBC, CEHRS and CAHIMS certifications. These certifications are accredited by the National Healthcareer Association (NHA) and the Health Information Management System Society (HIMSS).

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Healthcare Informatics:

- Applies codes accurately using current and appropriate technology.
- Exhibits skills that promote quality improvement.
- Exhibits skills to ensure the security of Personal Health Information (PHI).
- Utilizes current technology efficiently to manage and interpret data.
- Utilizes guidelines and regulations to ensure compliance with internal and external policies.
- Gathers an understanding of how AI technology is providing increased patient care outcomes for healthcare systems.
- Implements adaptive thinking concepts to solve and graphically display outcomes of data.

Career Opportunities

The Healthcare Informatics program prepares you for positions ranked by health care facilities as among the five positions in greatest demand. Technicians are employed by hospitals, ambulatory care centers, nursing homes, mental health agencies, substance abuse agencies, hospices, consulting firms, insurance companies, large physician group practices, veterinary hospitals, government facilities and federal and state prisons. Health information management technicians may work from home as coders, medical editors, claims analysts, medical billers or independent contractors working as consultants for nursing facilities, large group practices, lawyers, and small rural hospitals.

Associate of Applied Science in Healthcare Informatics

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
HIM-1100	Health Records & Procedures	3.00
ENGL-1510	English Composition I	4.00
BIOS-1113	Anatomy & Physiology I	4.00
HIM-1112	HIM Legal Aspects	2.00
HLTH-1101	Medical Terminology	2.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
HIM-1120	ICD Medical Coding I	3.00
HIM-2203	ICD Medical Coding II	3.00
MATH-1103	Applied Mathematics	3.00
MICS-1121	Microsoft Office	3.00
	Semester Total	16.00

Course No.	Autumn 2	Credit Hours
BIOS-2135	Human Diseases	3.00
PSYC-1101	General Psychology	3.00
CYBR-1100	Security Awareness	3.00
HIM-2210	Healthcare Reimbursement	3.00
HIM-2215	Understanding & Interpreting E-Health Records	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
COMM-1130	Speech	3.00
HIM-2200	Health Statistics & Quality Management	3.00
HIM-2230	Management Information Systems	3.00
GS-2010	Pathway to Prosperity II	1.00
HIM-2222	Health Info Management System	3.00
HIM-2650	Capstone Computer Application (SL/PR)	2.00
	Semester Total	15.00

Total Credit Hours 62.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Medical Assistant

School of Allied Health & Nursing

Program

This program provides students with the knowledge to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession.

Medical Assistants are the only allied health professional specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform administrative and clinical procedures.

Medical management responsibilities include:

- Computer applications.
- Patient reception.
- Schedule, coordinate, and monitor appointments.
- Establish, organize, and maintain patient medical records.
- Coding and processing insurance claims.
- Patient transactions, billing, and bookkeeping.
- Arranging hospital admissions and laboratory services.

Medical clinical responsibilities include:

- Measuring vital signs.
- Assisting with examinations.
- Sterilizing instruments.
- Assisting with minor office surgery.
- Preparing and administering medications as directed by a physician.
- Taking medical histories.
- Running electrocardiograms.
- Laboratory testing in urinalysis, hematology, and microbiology.
- Explaining treatment procedures to a patient.
- Drawing blood.
- Removing sutures and changing dressings.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Medical Assistant:

- Performs a wide range of clinical skills to promote care of patients and families effectively.
- Conducts patient education to ensure continuity of care.
- Directs office business by performing a variety of administrative duties.
- Communicates effectively with staff, doctors, patients, community, and other medical personnel.
- Maintains professional skills and attitudes with colleagues and patients.
- Maintains, coordinates and documents policies and procedures for office.

Career Opportunities

The Medical Assistant program prepares graduates for entry-level careers in ambulatory health care settings such as medical offices and clinics and provides the student with a background sufficient for growth and advancement in the medical assisting profession. Entry-level jobs

include Certified Medical Assistant, either clinical, administrative or both, Phlebotomy Technician or Electrocardiograph Technician.

Medical Assistants are ranked as one of the fastest growing occupations over 2021-2031. Job placement for our program is approximately 90 to 95 percent.

Accreditation

Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Associate of Applied Science in Medical Assistant

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
MA-1100	Basic Clinical Assisting Procedures	5.00
MATH-1103	Applied Mathematics	3.00
ENGL-1510	English Composition I	4.00
MA-1102	Medical Office Procedures I	3.00
MA-1112	Medical Law & Ethics	2.00
	Semester Total	18.00

Course No.	Spring 1	Credit Hours
MA-1110	Family Practice Assisting Procedures (SL)	5.00
MA-2224	Pharmacology for Med Assistants	5.00
BIOS-1112	The Human Organism	4.00
HLTH-1101	Medical Terminology	2.00
MA-1221	Medical Management Computerization	2.00
	Semester Total	18.00

Course No.	Autumn 2	Credit Hours
MA-2600	Medical Assistant Practicum I	3.00
EM-1135	Basic Life Support (CPR)/BFA	0.50
MA-2200	Advanced Clinical Assisting Procedures	4.00
MA-2206	Computer Applications in Medical Assisting	2.00
PSYC-1101	General Psychology	3.00
	Semester Total	12.50

Course No.	Spring 1	Credit Hours
MA-2601	Medical Assistant Practicum II	3.00
MA-2650	Case Studies in Medical Assisting (Capstone)	2.00
MA-2220	Medical Laboratory Procedures	4.00

Allied Health & Nursing

COMM-1130	Speech	3.00
GS-2010	Pathway to Prosperity II	1.00
MA-2222	Medical Office Procedures II	3.00
Semester Total		16.00
Total Credit Hours		64.50

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Nursing – Practical Nursing

School of Allied Health & Nursing

Program

Hocking College offers a three-semester program that results in a Diploma in Practical Nursing. Nursing courses include fundamentals, geriatrics, obstetrics and medical surgical nursing. Additional courses focus on subjects such as anatomy and physiology, psychology, pharmacology and writing skills. Hands-on experience begins in the nursing skills lab and then transitions to contact in long-term care or hospitals.

The Diploma in Practical Nursing prepares you for licensure and for clinical practice. You will be eligible to take the National Council Licensure Examination (NCLEX-PN) to become a Licensed Practical Nurse. Hocking College Practical Nursing graduates who meet specified academic and clinical requirements may elect to apply to the LPN to RN track to pursue an associate degree in nursing.

Students are required to have completed their GED or provide a high school transcript and take the TEAS exam to be considered for admission into the practical nursing program. In addition, students must complete CPR for the Professional Rescuer from approved providers prior to beginning clinical/theory coursework. Additional information will be provided to students upon acceptance regarding drug screening, physical and background checks.

The nursing program is rich in hands-on experience. Clinical experience for the nursing program is obtained in long-term care facilities and hospitals, within a 75-mile to 100-mile radius of the college. Students are responsible for their own transportation to clinical sites.

Frequently Asked Questions

I have applied to Hocking and received the general acceptance email. What is my next step?

Submit an official high school transcript or GED. Next review the admission requirements on the website, including deadlines. Students may schedule their TEAS exam at any time prior to starting, or while taking pre-clinical courses, but will need to pass the TEAS exam with a proficient score prior to the deadline as listed on the website. There is no separate acceptance letter sent, a student is placed on the list for consideration when the admission requirements are met.

What do I need to do to schedule my classes?

Meet with an advisor.

What is the wait to get into clinical for the Nursing Program at Hocking?

You will be assigned a clinical start term upon completion of your admission file requirements. Based on availability.

Will I be required to have my State Tested Nursing Assistant (STNA) Certification?

STNA Certification is recommended but not required.

What are other considerations concerning admissions and NCLEX eligibility?

The Ohio Board of Nursing may deny, suspend, or revoke a certificate of license. Please arrange for a conference with the School of Nursing Dean before enrolling in the nursing program if you have any concerns. If you have any questions, visit the Ohio Board of Nursing website.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Diploma in Practical Nursing:

- Participates collaboratively in the nursing process by contributing to assessment, planning, implementation, and evaluation of individualized, holistic plans of care.
- Uses critical thinking skills in all areas of LPN practice.
- Provides empathetic and compassionate care.
- Practices basic principles of effective and therapeutic communication with clients, significant others, and health team members.
- Provides basic information to meet the learning needs of clients.
- Uses nursing knowledge, skills, and current technology to provide and promote safe nursing practice.
- Provides basic nursing care based on developmental, biological, psychological, socio-cultural, and spiritual differences in clients.
- Safely performs basic clinical skills.
- Safely administers and contributes to the evaluation of the effectiveness of medications and treatments.
- Practices within the profession's ethical and legal framework and is accountable for own nursing practice and care delegate.
- Assumes responsibility for professional growth, self-development, and lifelong learning.
- Demonstrates understanding of the levels of authority and responsibility and uses basic leadership skills to delegate nursing care tasks.

Career Opportunities

Licensed Practical Nurses (LPNs) are usually employed in medical-surgical units in hospitals, nursing homes, home health agencies and clinics. Nursing graduates may be requested to work evening, night, and weekend shifts.

Job Outlook

Employment of licensed practical and licensed vocational nurses is projected to grow 3 percent from 2023 to 2033, about as fast as the average for all occupations.

About 54,000 openings for licensed practical and licensed vocational nurses are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

The median annual wage for licensed practical and licensed vocational nurses was \$59,730 in May 2023.

<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>

Accreditation

Approved by the Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215
614-466-3947

Allied Health & Nursing

Diploma in Practical Nursing

Course No.	Semester 1	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
ENGL-1510	English Composition I	4.00
GS-1010	Pathway to Prosperity	1.00
NT-1000	PN Intro to Holistic Care	6.00
	Semester Total	15.00
Course No.	Semester 2	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
NT-1010	PN Care Across Lifespan	7.00
NT-1014	PN Intro Pharmacology	2.00
PSYC-1101	General Psychology	3.00
	Semester Total	16.00
Course No.	Semester 3	Credit Hours
NT-1020	PN Care of Diverse Clients	7.00
NT-1030	PN Legal/Transition	1.00
NT-1031	PN Child Health	1.00
NT-1034	PN Drug Classifications	2.00
NT-1035	PN IV Therapy	1.00
PSYC-2151	Developmental Psychology	3.00
	Semester Total	15.00
	Total Credit Hours	46.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Nursing

School of Allied Health & Nursing

Program

Hocking College offers a five-semester program with one pre-clinical semester and four theory/clinical semesters, which results in an associate degree. The Associate of Applied Science in Nursing prepares students to apply and take the National Council of Licensure Examination for Registered Nurses (NCLEX-RN).

Students are required to complete file completion requirements, such as a background check, drug screen, physical examination, and CPR for the Professional Rescuer general coursework prior to beginning clinical coursework. Completion of the State Tested Nurse Aide (STNA) is highly recommended but is not an admission requirement for the Nursing program.

The nursing program is rich in hands-on experience. Clinical experience for the nursing program is obtained during Simulation experiences and in hospitals, long-term care facilities, schools, and clinics within a 75-mile to 100-mile radius of the college. Students are responsible for their own transportation to clinical sites. Applicants should meet with a nursing advisor to determine an individualized academic plan.

Frequently Asked Questions

I have applied to Hocking and received the general acceptance email. What is my next step?

Submit an official high school transcript or GED. Next, review the admission requirements on the website, including deadlines. Students may schedule their TEAS exam at any time prior to starting, or while taking pre-clinical courses, but will need to pass the TEAS exam with a proficient score prior to the deadline, as listed on the website. There is no separate acceptance letter sent, a student is placed on the list for consideration when the admission requirements are met.

What do I need to do to schedule my classes?

Meet with an advisor.

What is the wait to get into clinical for the Nursing Program at Hocking?

You will be assigned a clinical start term upon completion of your admission file requirements. Based on availability.

Will I be required to have my State Tested Nursing Assistant (STNA) Certification?

STNA Certification is recommended but not required.

I already have received my LPN, and want to know what I need to do to get into the RN program at Hocking?

Hocking College provides an LPN to RN transition track. For more information, contact the Nursing Office at 740-753-6350.

What are other considerations concerning admissions and NCLEX eligibility?

The Ohio Board of Nursing may deny, suspend, or revoke a certificate of license. Please arrange for a conference with the School of Nursing Dean before enrolling in the nursing program if you have any concerns. If you have any questions, visit the Ohio Board of Nursing website.

What if I am interested in obtaining my BSN?

Through our University Center, we have established partnerships with four-year colleges and universities.

Program Outcomes

The following student learning outcomes, knowledge, skills, and attitudes are cultivated in students seeking the Associate of Applied Science in Nursing:

- Adhere to professional standards to provide safe, effective, and competent nursing care.
- Provide nursing interventions to promote, restore and maintain the patient's physical health across the lifespan.
- Adapt and provides specialized nursing care and clinical judgment based on knowledge of developmental, biological, psychological, sociocultural, and spiritual differences in patients.
- Uses nursing knowledge, clinical judgment, skills to provide and promote safe nursing practice while providing empathetic and compassionate care.

Job Outlook

Employment of registered nurses is projected to grow 3 percent from 2023 to 2033, about as fast as the average for all occupations. About 197,200 openings for registered nurses are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

The median annual wage for registered nurses was \$86,070 in May 2023. <https://www.bls.gov/ooh/healthcare/registered-nurses.htm>

Accreditation

Approved by the Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215
614.466.3947

Accredited by the
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404.975.5000

Associate of Applied Science in Nursing

Course No.	Pre Clinical	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
ENGL-1510	English Composition I	4.00
GS-1010	Pathway to Prosperity	1.00

Allied Health & Nursing

MATH-1113	College Algebra	4.00
or		
MATH-2250	Introductory Statistics	4.00
	Semester Total	13.00

Course No.	Semester 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
NT-1510	Fundamental Concepts of Nursing	6.00
NT-1520	Health Assessment	2.00
	Semester Total	12.00

Course No.	Semester 2	Credit Hours
HLTH-1101	Medical Terminology	2.00
NT-1530	Adult Health I	6.00
NT-1550	Introduction to Pharmacology	2.00
PSYC-1101	General Psychology	3.00
	Semester Total	13.00

Course No.	Semester 3	Credit Hours
COMM-1130	Speech	3.00
NT-2200	Adult Health II	6.00
NT-2250	Mental Health	3.00
	Semester Total	12.00

Course No.	Semester 4	Credit Hours
NT-2230	Pediatrics/Maternal Newborn	4.00
NT-2651	Nursing Capstone & Leadership	6.00
MICR-1201	Microbiology	4.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	15.00

Total Credit Hours 65.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Physical Therapist Assistant

School of Allied Health & Nursing

Program

Physical therapist assistants are technically educated healthcare providers who work under the supervision of a licensed physical therapist to restore function when disease or injury results in pain and limited movement abilities. Physical therapy intervention can also prevent further injury. When a patient seeks physical therapy services, the physical therapist performs an initial evaluation and develops a plan of care. The physical therapist assistant carries out the plan of care and reports the patient's response to the supervising physical therapist.

Responsibilities of a physical therapist assistant may include, but are not limited to the following:

- Assisting the physical therapist during the evaluation;
- Performing data collection (test and measurement) techniques;
- Administering intervention utilizing heat, cold, ultrasound, electrical current, water, light, massage and other hands-on
- treatment techniques such as exercise programs;
- Fitting and instructing patients in the use of assistive devices such as crutches, walkers, canes and wheelchairs;
- Instructing patients in activities of daily living;
- Documenting relevant aspects of patient care;
- Maintaining and setting up treatment equipment;
- Maintaining department inventories;
- Participating in quality assurance activities;
- Scheduling patients; and,
- Acting as a manager of a rehabilitative services department (typically with more advanced training or degrees).

The Physical Therapist Assistant program consists of a year of general courses followed by a year of technical course work and clinical experiences.

Requirements for Acceptance into the Physical Therapist Assistant Program

The first or general year of the Physical Therapist Assistant program is open to all applicants. The standards of the Physical Therapist profession are established by the American Physical Therapy Association and regulated by licensure in the state of Ohio. In order to provide a program that promotes student success, it is important to select students who meet rigorous curriculum requirements. Specific requirements for acceptance into the clinical portion of the program are listed in this document.

Clinical Year Requirements

Students desiring to be selected into the clinical year of the Physical Therapist Assistant (PTA) Program (semesters three, four and five) will:

- Apply to the Hocking College Physical Therapist Assistant program (admission to the first year — semesters one and two — of the PTA program). Once you have met all admission requirements you must submit a PTA Clinical Year Application. The Clinical Year Application deadline is June 1 of each year.
- Submit an official high school transcript or GED.
- Students with transferable college credit will request that an official transcript be sent directly to the Office of the Registrar, JL 184, 3301 Hocking Parkway, Nelsonville, Ohio 45764.

- Complete sixteen (16) observation/volunteer hours. Eight (8) hours must be completed in an acute care setting, and eight (8) hours must be completed in a non-acute setting such as a clinic, rehab or long-term care center OR the equivalent in full-time or part-time employment in a physical therapy department. Observation hours must be performed no more than two years prior to the date of application to Hocking College. Completion of these hours must be submitted on the Hocking College observation log form found on the Hocking College website.
- Obtain two positive recommendations from the Physical Therapist (PT) or Physical Therapist Assistant (PTA), not related to the applicant, under whom you observed or were employed. Recommendations must be completed on the Hocking College PTA recommendation form found on the Hocking College website.
- Complete all semester one and semester two course work with a grade of "B" or higher. Students may take a class no more than two times to earn the "B" or higher grade. If the student does not achieve the required grade in two attempts they are not eligible for the PTA program.
- Obtain an overall minimum grade point average (GPA) of 3.0. This applies to courses completed at Hocking College as well as credits transferred from another institution.
- Complete the TEAS V exam and submit the score. A composite score of proficient level or higher is required for admission to the PTA program. The test score must be dated within the past 18 months to be eligible for selection into the clinical year of the program. Information related to the TEAS exam schedule is available online.

After successful completion of all criteria outlined, the student may apply for admission into the clinical year of the program (semesters three, four and five) by submitting a PTA Clinical Year Application. It is the applicant's responsibility to ensure that all requirements have been met and verified with their advisor. Selection of the students will be completed in late March 2016 and each March thereafter for admission into the autumn semester.

Criteria	Points
High school transcript or GED on file.....	10
Observation/volunteer hour log complete.....	10
Positive recommendation from PT/PTA supervising	
During acute care observations.....	10
Positive recommendation from PT/PTA supervising	
During non-acute care observations.....	10
Semester 1 and 2 course work completed with a	
grade of "B" or higher	20
Overall GPA multiplied by 5 rank order.....	20
TEAS exam score rank ordered.....	20
Total.....	100

1. Applicants will be notified of selection via their Hocking College e-mail address the first week of July. Please do not call for information regarding the selection results. Those not selected will be rank ordered on an alternate list.

Allied Health & Nursing

- If a selected student declines their seat before August 1, the first student on the alternate list will be offered that seat. The process will continue until all seats are filled.
- Students who remain on the alternate list after August 1 will need to reapply, along with other applicants, for the next year. Alternate list placement does not guarantee a seat for the following year.

Accreditation

Physical Therapist Assistant Program at Hocking College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) until December 31, 2024, 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22314; Telephone: 703.706.3245; Email: accreditation@apta.org; Website: www.capteonline.org. The program's current status is probationary accreditation; for more information see: <http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/>

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Physical Therapist Assistant:

- Within the scope of practice of the physical therapist assistant, safely and effectively collect patient data and perform interventions identified in the plan of care established by the supervising physical therapist.
- Complete accurate and timely documentation that follows the guidelines of state practice acts, the clinical setting, and other regulatory agencies.
- Effectively manage daily operations of physical therapy services including scheduling, billing/reimbursement and quality assurance.
- Implement individualized patient intervention(s) established by the physical therapist including modifications based on patient status, pathophysiology, and plan of care reporting changes to the supervising physical therapist.
- Under the direction and supervision of the physical therapist, participate in coordinating continuity of care with patient, caregivers and members of the health care team concerning education, discharge planning and follow up care.

Career Opportunities

Physical Therapist Assistants are employed in a variety of settings such as hospitals, outpatient clinics, home health settings, nursing homes, rehabilitation facilities, and school systems. According to data collected by the Bureau of Labor Statistics in 2013, the annual mean salary for Physical Therapist Assistants in southern Ohio is \$53,720.

Associate of Applied Science in Physical Therapist Assistant

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BIOS-1113	Anatomy & Physiology I	4.00
ENGL-1510	English Composition I	4.00
PTA-1100	Introduction to Physical Therapy	1.00
HLTH-1101	Medical Terminology	2.00
MATH-2250	Introductory Statistics	4.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
PSYC-1101	General Psychology	3.00

COMM-1130	Speech	3.00
PSYC-2151	Developmental Psychology	3.00
	Semester Total	13.00

Course No.	Autumn 2	Credit Hours
BIOS-2201	Advanced Anatomy	3.00
PTA-2201	Fundamentals of Physical Therapy	5.00
PTA-2202	Kinesiology	2.00
PTA-2205	Physical Therapy Procedures	5.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
PTA-2208	PTA Directed Practice I	2.00
PTA-2204	Musculoskeletal Problems	3.00
PTA-2211	Pathophysiology of Disease	2.00
PTA-2215	Principles of Exercise	2.00
GS-2010	Pathway to Prosperity II	1.00
PTA-2210	Cardiopulmonary Function	2.00
PTA-2214	Rehabilitation Procedures (SL)	3.00
	Semester Total	15.00

Course No.	Summer 3	Credit Hours
PTA-2209	PTA Directed Practice II	4.00
PTA-2207	PTA Clinical Issues & Role Transition	1.00
PTA-2650	PTA Directed Practice III (Capstone) 4.00	4.00
	Semester Total	9.00

Total Credit Hours 68.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Data used to calculate graduation rate (PTA program) at Hocking College:

Year Cohort Began	Beginning Size of Cohort (as of October 1)	Number Graduating on Time (Graduation Year)	Number Graduating in 150% of Time	Graduation Rate Based on Formula Provided by CAPTE
2020	18 + 3 Reenrolls	9	3	50%
2021	12 + 2 Reenrolls	10	2	91%
2022	12 + 2 Reenrolls	10	2	91%
2023	14	11	0	82%

Data used to calculate licensure (NPTE-PTA) pass rates:

Graduation Year	Number of Graduates Taking Exam	First Time Pass Rates	Ultimate Pass Rate	CAPTE 2-Year Average
2020	13	69.2%	100%	--
2021	9	77.8%	77.8%	91%
2022	13	61.5%	69.2%	72.7%
2023	10	40%	70%	69.5%

Allied Health & Nursing

Employment rates for graduates who sought employment:

Number of Graduates/ Graduation Year	Number of Licensees Who Sought Employment	Number of Licensees Unable to Contact or No Response	Number of Licensees Who Sought Employment and Were Employed
14/2020	13	N/A	12/13=92.3%
12/2021	9	N/A	9/9=100%
13/2022	9	N/A	9/9=100%
11/2023	8	N/A	8/8=100%

Social Work

School of Allied Health & Nursing

Program

The Social Work program is designed to prepare students to enter the workforce in the mental health arena as a Case Manager working with adults, teens, children, and families in the areas of clinical mental health and substance abuse treatment.

Our students receive hands-on experience in the field to gain a better understanding of the mental health community and where they see themselves going once they graduate. The Social Work program uses a hybrid model of learning, allowing for some face-to-face instruction and some instruction to take place virtually. This ensures our students are ready to work with clients in the field, as they will be able to demonstrate a mastery of both delivery methods.

Our Associate of Arts in Social Work acts as a pathway, leading directly into a bachelor's degree in social work or counseling. This approved pathway allows students to count their completed courses at Hocking College towards their bachelor's degree in the social work or counseling field.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Arts in Social Work:

- Exhibit an understanding and appreciation of diversity, advocating for social justice, human rights, and policy changes to address social inequalities and improve the well-being of individuals and communities. Demonstrate knowledge of the history and development of the field of social work and its relevance to community involvement, equity, and social justice.
- Utilize critical thinking and analytical skills to assess, intervene, and evaluate client situations, applying research methods and evidence-based practices to inform and improve social work interventions and outcomes.
- Develop strong interpersonal skills to build and maintain professional relationships, demonstrating competency in case management to effectively assess, plan, intervene, and evaluate client needs.
- Identify the need for and apply proper steps in crisis and victimization intervention, including linking clients with emergency medical or community support for adequate care. Demonstrate the ability to connect clients with community and medical resources outside of emergency situations, work effectively within a clinical team, and exhibit clinical case management skills while interacting with clients.

Job Outlook

Overall employment of social workers is projected to grow 7 percent from 2023 to 2033, faster than the average for all occupations. About 67,300 openings for social workers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

<https://www.bls.gov/ooh/community-and-social-service/social-workers.htm>. 2023 median pay for a social worker is \$58,380 per year.

Associate of Arts in Social Work

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
SW-1000	Introduction to Social Work	3.00
BIOS-1112	The Human Organism	4.00
PSYC-1101	General Psychology	3.00
SW-1100	Introduction to Social Welfare	3.00
	Semester Total	18.00

Course No.	Spring 1	Credit Hours
MATH-2250	Introductory Statistics	4.00
PSYC-2151	Developmental Psychology	3.00
SW-1200	Group Process	3.00
SW-1210	Case Management	3.00
	Semester Total	13.00

Course No.	Autumn 2	Credit Hours
ADDC-2213	Individual & Relational Counseling	3.00
ENGL-2225	Technical Writing	3.00
SOCI-1101	Introduction to Sociology	3.00
ADDC-2224	Multiculturalism & Prevention Issues	3.00
ART-1110	Art Appreciation	3.00
COMM-1130	Speech	3.00
	Semester Total	18.00

Course No.	Spring 2	Credit Hours
ADDC-1286	Chemical Dependency Lab Orientation	3.00
BIOS-1101	Environmental Science	3.00
SW-1400	Ethics in Social Work	3.00
ADDC-2650	Chemical Dependency Capstone (SL)	3.00
GS-2010	Pathway to Prosperity II	1.00
PSYC-2152	Abnormal Psychology	3.00
	Semester Total	16.00

Total Credit Hours **65.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Arts

School of Arts, Science & Education

Program

The curriculum for the Associate of Arts (AA) degree, grounded in the traditional liberal arts, prepares students to enter a broad variety of bachelor's degree majors, and provides students with skills that employers want most, such as proficiency in decision-making and problem-solving, oral and written communication skills, quantitative reasoning ability, the ability to work independently or as part of a team, and the capacity to understand and use different modes of reasoning.

The Associate of Arts degree is an affordable option for students who plan to transfer to four-year institutions after completing the first two years of study at Hocking College. The degree enables students to fulfill the undergraduate general education requirements of most four-year degree programs and is also recommended for students who have not yet decided the field they will enter, or the four-year institution they will attend.

Program Outcomes

While working on the Associate of Arts degree, students will complete 58 semester hours of courses in the fields of (1) English; (2) mathematics; (3) arts/humanities; (4) social and behavioral sciences; and (5) natural sciences.

ENGL-2123	English Composition II-Contemporary Issues	3.00
GS-2010	Pathway to Prosperity II	1.00
PSYC-2152	Abnormal Psychology	3.00
Semester Total		13.00
Total Credit Hours		60.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Arts

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
GOVT-1142	American Government & Politics	3.00
BIOS-1121	Biology I	4.00
PSYC-1101	General Psychology	3.00
Semester Total		15.00

Course No.	Spring 1	Credit Hours
ENVS-1101	Environmental Science	3.00
HUM-2203	Introduction to Ethics	3.00
MATH-1113	College Algebra	4.00
or		
MATH-2250	Introductory Statistics	4.00
HUM-2200	Introduction to World Literature	3.00
SOCI-1101	Introduction to Sociology	3.00
Semester Total		16.00

Course No.	Autumn 2	Credit Hours
ARCH-2280	Cultural Anthropology	3.00
BIOS-1112	The Human Organism	4.00
COMM-1130	Speech	3.00
HUM-2202	Theatre Appreciation	3.00
HUM-2206	Introduction to Gender Studies	3.00
Semester Total		16.00

Course No.	Spring 2	Credit Hours
ECON-2240	Principles of Macroeconomics	3.00
HUM-2207	Introduction to World Religions	3.00

Associate of Individualized Study

School of Arts, Science & Education

Program

The Associate of Individualized Study (AIS) is an individually planned program designed to serve an educational objective that cannot be served through another Hocking College degree program. The typical AIS student plans to attend a four-year college or university, has unusual career goals, may be an entrepreneur, or may want to complete 30 credits from two or more technical programs.

An individualized study program is a worthwhile option for many students, and its flexibility that allows one to transfer to another college is particularly attractive.

Associate of Individualized Study

An AIS is awarded for the satisfactory completion of a minimum of 60 credit hours with a concentration of 30 or more credit hours in one of the following:

- A coherent combination of courses from a minimum of two and a maximum of four Hocking College associate degree programs; or,
- An unusual but academically coherent combination of technical and general studies courses.

Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development.

Career Opportunities

The Associate of Individualized Study is a customized program designed to meet the career goals of the individual student.

Associate of Individualized Study

Course No.	Core Requirements	Credit Hours
COMM-1130	Speech	3.00
ENGL 1510	English Composition I	4.00
GS-1010	Pathway to Prosperity	1.00
GS-1135	AIS & ATS Degree Development	1.00
GS-2010	Pathway to Prosperity II	1.00
**** Math Elective		3.00-4.00
**** Arts/Humanities Elective		3.00
**** Social/Behavioral Science Elective		3.00
**** Natural Science Elective		3.00-4.00
Other courses are determined by development of your educational goals.		
Total Minimum Credit Hours		60.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Science

School of Arts, Science & Education

Program

The curriculum for the Associate of Science (AS) degree prepares students to enter a broad variety of bachelor's degree majors with a focus on either social or natural sciences. It also provides students with skills that employers want most, such as proficiency in decision-making and problem-solving, oral, and written communication skills, quantitative reasoning ability, the ability to work independently or as part of a team, and the capacity to understand and use different modes of reasoning.

The Associate of Science degree is an affordable option for students who plan to transfer to four-year institutions after completing the first two years of study at Hocking College. The degree enables students to fulfill the undergraduate general education requirements of most four-year degree programs and is also recommended for students who have not yet decided on the field they will enter or the four-year institution they will attend.

Program Outcomes

This program is designed to meet individual goals and objectives. While working on the Associate of Science degree, students will complete 58 semester hours of courses in the fields of (1) English; (2) mathematics; (3) arts/humanities; (4) social and behavioral sciences; and (5) natural sciences.

Career Opportunities

The Associate of Science is a customized program designed to meet the career goals of the individual student.

Associate of Science

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
MATH-1113	College Algebra	4.00
or		
MATH-2250	Introductory Statistics	4.00
BIOS-1113	Anatomy & Physiology I	4.00
PSYC-1101	General Psychology	3.00
	Semester Total	16.00
Course No.	Spring 1	Credit Hours
GOVT-1142	American Government & Politics	3.00
BIOS-1114	Anatomy & Physiology II	4.00
or		
PHYS-1202	Physics - Heat, Light & Sound	4.00
SOCI-1101	Introduction to Sociology	3.00
or		
HLTH-1101	Medical Terminology	2.00
BIOS-1119	Botany	3.00
ENGL-2123	English Composition II- Contemporary Issues	3.00
or		
NT-1400	LPN to RN Transition	1.00
or		
PTA-1100	Introduction to Physical Therapy	1.00
	Semester Total	13.00 - 16.00

Course No.	Autumn 2	Credit Hours
CHEM-1102	Chemistry I	4.00
COMM-1130	Speech	3.00
HUM-2207	Introduction to World Religions	3.00
MICR-1201	Microbiology	4.00
PSYC-2151	Developmental Psychology	3.00
	Semester Total	17.00
Course No.	Spring 2	Credit Hours
BIOS-1121	Biology I	4.00
HUM-2206	Introduction to Gender Studies	3.00
BIOS-1112	The Human Organism	4.00
ENVS-1101	Environmental Science	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	15.00
Total Credit Hours		61.00-64.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Technical Study

School of Arts, Science & Education

Program

The Associate of Technical Study (ATS) is awarded for successful completion of a minimum of 60 credit hours of an individually planned technical education program designed to respond to a student's need for specialized technical education not currently available in the formal degree programs available at Hocking College.

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

The Associate of Technical Study program must have an area of concentration that is equivalent to 30 credit hours in technical studies and clearly identifiable with a career objective. The area of concentration can be formed by either:

- A coherent combination of technical study courses selectively drawn from two or more technical programs currently offered by Hocking College to serve a career objective which would not be adequately addressed by one of those existing programs; or
- Courses completed or training received at other institutions of higher education, vocational centers, or other educational enterprises judged by Hocking College to be of college level to a maximum of 30 credit hours, prior to the declaration of candidacy for the degree.

The typical technical student is seeking a unique, flexible degree that combines two or more technical degree programs from Hocking College, or has already completed many technical credits but lacks focus in one specific technology.

This technical study program allows Hocking College to call itself one of the most comprehensive Ohio technical schools. As an Ohio technical college, Hocking prepares students for the workforce by providing a technical degree that is built upon a strong, but flexible basis that caters to a variety of students' needs.

Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development.

Career Opportunities

The Associate of Technical Study is a customized program design to meet the career goals of the individual student.

Associate of Technical Study

Course No.	Core Requirements	Credit Hours
COMM-1130	Speech	3.00
ENGL 1510	English Composition I	4.00
GS-1010	Pathway to Prosperity	1.00
GS-1135	ATS & ATS Degree Development	1.00
GS-2010	Pathway to Prosperity II	1.00
**** Math Elective		3.00-4.00
**** Arts/Humanities Elective		3.00
**** Social/Behavioral Science Elective		3.00
**** Natural Science Elective		3.00-4.00
Other courses are determined by development of your educational goals.		

Total Minimum Credit Hours 60.00

Early Childhood Teacher Education

School of Arts, Science & Education

Program

The Early Childhood Teacher Education degree program at Hocking College provides the training required for employment in the early childhood education field. This degree program offers you a wide range of skills that you will find helpful in your work with children. Early Childhood Teacher Education courses include childhood development, instructional strategies, academic skills, general education, special education, classroom management, and application of technology in the classroom. This program provides the course work for you to become licensed and work as an early childhood educator within Ohio schools.

If you plan to continue your early childhood education for full teacher certification at a four-year institution, the Early Childhood Teacher Education Program provides a solid base of course work for transfer. If your goal is teaching at the middle school or high school levels, we encourage you to meet with an adviser in the School of Arts and Sciences regarding appropriate course work.

The Early Childhood Teacher Education degree program at Hocking College prepares students to work in Ohio schools through a variety of courses that are essential to one's success as an early childhood educator. For a comprehensive and high-quality early childhood education degree program, Hocking College is the perfect choice.

Program Outcomes

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Early Childhood Teacher Education:

- Demonstrate the basic academic skills required to proficiently assist P-K through third grade students in reading, writing, mathematics, and social studies;
- Demonstrate understanding of, and apply best practices in, helping children to learn and develop;
- Provide assistance that supports the intellectual, social, emotional, and personal development of all learners;
- Demonstrate an understanding of the purpose and value of programs for individuals with exceptional learning needs and the role of the paraprofessional in providing services to all children and youth with disabilities;
- Demonstrate knowledge of, and apply, effective instructional and assessment strategies to assist in teaching and learning in a variety of settings;
- Demonstrate an understanding of the principles of effective classroom management and individualized behavior interventions;
- Use a range of strategies to promote positive relationships, cooperation, and purposeful learning in the classroom;
- Demonstrate understanding of, follow, and use prescribed district and agency policies and procedures; including emergency procedures, to ensure the safety, health and general well-being of learners;
- Demonstrate the ability to communicate effectively with colleagues, follow instructions, and use problem-solving and other skills to work as an effective member of an instructional team;

- Practice ethical and professional standards of conduct, including the requirements of confidentiality and reporting; and,
- Demonstrate the ability to assist with technology and media –
 - use a variety of media communication tools, including audiovisual aids and computer technology, to enrich learning opportunities;
 - apply knowledge of adaptive and assisted learning devices for handicapped students; and,
 - evidence technology skills (at a minimum) at the School Net Novice Training Level.

Career Opportunities

As a graduate of the Early Childhood Teacher Education program, you will possess the skills and licensure required to work as an educational paraprofessional (teacher's aide) in the state school systems. In addition, completion of this program allows you to work in private child care settings and private homes.

Associate of Applied Science in Early Childhood Teacher Education

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ED-1100	Introduction to Education	3.00
ENGL-1510	English Composition I	4.00
ED-1121	Emergent Reading & Literacy	3.00
PSYC-1101	General Psychology	3.00
ED-1114	Community Health & Wellbeing	3.00
or		
HUM-2207	Introduction to World Religions	3.00
	Semester Total	17.00

Course No.	Spring 1	Credit Hours
ED-2600	Early Childhood Practicum I	2.00
ED-1116	Creative Experiences in ECE	3.00
LANG-1110	Beginning American Sign Language I	3.00
ART-1110	Art Appreciation	3.00
MATH-1113	College Algebra	4.00
or		
MATH-1120	Elementary Topics in Mathematics	3.00
	Semester Total	14.00 - 15.00

Course No.	Autumn 2	Credit Hours
ED-2241	Observe & Record Behavior	4.00
ED-2220	Inclusive Practices in Education	3.00
BIOS-1121	Biology I	4.00
or		
ED-2201	ECE Math & Science	3.00
ED-2200	Guidance & Classroom Management	3.00
PSYC-1115	Educational Psychology	3.00
	Semester Total	16.00 - 17.00

Arts, Science & Education

Course No.	Spring 2	Credit Hours
ED-2650	Early Childhood Practicum II (Capstone)	3.00
ED-2225	Integrated Curriculum in ECE	3.00
ENVS-1101	Environmental Science	3.00
or		
PSYC-2170	Child Development	3.00
COMM-1130	Speech	3.00
ED-2226	Family, School & Community (SL)	4.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	17.00
	Total Credit Hours	64.00 - 66.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Canine Assisted Services

School of Natural Resources & Public Safety

Program

The Canine Assisted Services program seeks to empower students to change the lives of canines, and the people who love them, through a comprehensive education in animal care, management, husbandry, health, and behavior. Students learn how canines can improve the quality of life for those living with physical, cognitive, and emotional challenges. This program will encourage students to find strength and independence for people, and better welfare for animals who assist them.

Students working within this program will gain the skills to become entrepreneurs or begin working in the pet professional field through agencies all over the U.S. seeking a talented and well-educated workforce. This program will inspire students through service and daily interaction with the community while fueling their pathway to financial freedom. This program is designed for students who have an interest in training animals that can benefit individuals with a broad range of challenges. Ultimately, the goal is to train graduates to learn and apply reward-based training methods as they teach animals to assist humans and to further the human-animal bond, no matter what their role is in our lives.

Core Program Outcomes

Shared among all Canine Assisted Services students:
(Typically found within 4 core classes)

- Learn how canines learn and communicate with humans.
- Practice Animal Assisted Activities while analyzing animal/companion behaviors.
- Evaluate animal behaviors and propose behavior modification plans.
- Demonstrate plans structured around the canine and client's health and wellness.

Program Outcomes

- Reiterate potential sociological and psychological benefits of canine assisted activities.
- Demonstrate special handler techniques and potential activities to help the handler overcome daily challenges at home and in public settings.
- Demonstrate effective training techniques for canine activities, and physical activities while building confidence for timid humans and dogs.
- Execute canine behavioral modification training procedures and apply socialization strategies.
- Execute the standards of the National Dog Groomers Association and Certified Professional Dog Trainer-Knowledge Assessed and to work to attain Master Groomer and CPDT-KA Certifications.
- Understanding of business start-up and running costs.
- Build safe and effective programs for canines and diverse audiences to promote human-animal bond, AAA, AAI and proper socialization.
- Recognizes, implements, and practices high standards of canine safety procedures to minimize risks for canines and humans.
- Understanding proper techniques in training scent dogs, disaster situations, SAR, and wilderness situations.

Career Opportunities

Canine Assisted Services graduates will have practical experience training dogs for manners, assistance, and service work while providing a safe environment for all. Many graduates start their own business in boarding, grooming, and training. They also work as independent contractors offering training, grooming, and house-sitting services. Others plan to incorporate their training into positions as therapists, counselors, teachers, and social workers.

Students will have the opportunity to help people by training, guiding, and counseling people to see if an assistant or service dog is a good fit for them. They will help many owners face a variety of challenges with their canines and assist in keeping the human-animal bond strong and beneficial to all.

Associate of Applied Science Canine Assisted Services

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
AATH-1200	Animal Anatomy & Physiology	3.00
AATH-1403	Professional Canine Trainer I	3.00
AATH-1102	Animal Grooming & Styling I	3.00
AATH-1405	Professional Canine Trainer II	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
AATH-1312	Pet Nutrition & Canine Genetics	3.00
AATH-1416	Canine Scent Detection & SAR Training Techniques	2.00
ENGL-1510	English Composition I	4.00
AATH-1202	Pet Boarding, Health & Emergency Care	2.00
AATH-2207	Dog Handler Training & Customer Service	3.00
AATH-2400	Canine Behavior Modification	2.00
	Semester Total	16.00

Course No.	Autumn 2	Credit Hours
AATH-1110	Animal Assisted Therapy for Diverse Populations & Settings	3.00
AATH-2204	Assistance, Facility & Therapy Training	3.00
PSYC-1101	General Psychology	3.00
AATH-2110	Inclusive Leisure Learning	2.00
AATH-2214	Canine Sports & Agility	3.00
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
AATH-2410	Canine Behavior Modification II	3.00
COMM-1130	Speech	3.00

Natural Resources & Public Safety

AATH-2205	Assistance & Service Dog Training I (SL)	2.00
or		
AATH-1201	Animal Grooming & Styling II	3.00
AATH-2650	Animal Assisted Therapy Assessment (Capstone)	1.00
BUS-1100	Introduction to Entrepreneurship	3.00
GS-2010	Pathway to Prosperity II	1.00
AATH-2209	Assistance & Service Dog Training II (SL)	2.00
or		
AATH-2102	Animal Grooming & Styling III	3.00
	Semester Total	15.00-17.00
	Total Credit Hours	62.00-64.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Criminal Justice-Major in Law Enforcement

School of Natural Resources & Public Safety

Program

The Criminal Justice: Law Enforcement Program, which is also available 100% online, provides the necessary foundational studies in a real-world context. Students will have a balanced course of study that makes them appealing applicants for many jobs.

The law enforcement track provides students the option of taking the Ohio Peace Officer Basic Academy (POB) during their last semester at Hocking College, which will allow them to graduate with both an associate degree in criminal justice and their Ohio Peace Officer Training Academy (OPOTA) certification*. This track also prepares students for continuing to a four-year degree if they choose.

*Dependent on passing state test

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Criminal Justice-Major in Law Enforcement.

- Describe the responsibilities and administrative competencies of each component of the criminal justice system.
- Describe the U.S. constitutional rights of all citizens as they apply to the criminal justice system.
- Students will be able to identify the 3 main approaches used to explain criminal behavior.
- Students will be able to demonstrate the ability to use the Ohio Revised Code as a professional resource.
- Students will be able to write complete, factual, accurate and concise reports which will aid other professionals in making informed decisions.
- Students will be able to demonstrate proficiency in crime scene investigations.
- Students will be able to characterize the importance of public relations as it relates to law enforcement.
- Students will recognize the importance of physical fitness and wellness in law enforcement.

Career Opportunities

Hocking College Graduates with this degree have found positions as park rangers; local, state, and federal law enforcement; halfway house counselors and managers; US postal inspectors; public and private security; parole officers; wardens; probation officers; and Internal Revenue Service workers.

Associate of Applied Science in Criminal Justice-Major in Law Enforcement

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CJ-1101	Criminal Justice Systems	3.00

ENGL-1510	English Composition I	4.00
CJ-1103	Ethics in Criminal Justice	3.00
CJ-1130	Criminology	3.00
MATH-1103	Applied Mathematics	3.00
Semester Total		17.00

Course No.	Spring 1	Credit Hours
CJ-1121	Constitutional, Criminal & Civil Law	2.00
CJ-1190	Chemical Abuse & Dependency	3.00
CJ-2225	Interview Techniques & Report Writing	3.00
CJ-1150	Juvenile Delinquency	3.00
COMM-1130	Speech	3.00
Semester Total		14.00

Course No.	Autumn 2	Credit Hours
CJ-2650	Criminal Justice Capstone	3.00
CJ-2200	Incarceration Issues	3.00
CJ-2264	Justice Administration	3.00
CJ-1164	Probation & Parole (SL)	3.00
CJ-2204	The Sexual Offender	3.00
PSYC-1101	General Psychology	3.00
Semester Total		18.00

Course No.	Spring 2	Credit Hours
CJ-1163	Crisis Recognition & Referral	3.00
CJ-1180	Crime Scene Investigations	3.00
CJ-2207	Victimology	3.00
CJ-2230	Criminal Procedure	3.00
EM-1135	Basic Life Support (CPR)/BFA	0.50
or		
PSCI-2255	Peace Officer Basic Academy	18.00
GS-2010	Pathway to Prosperity II	1.00
Semester Total		12.50 - 18.00

Total Credit Hours 62.50 - 68.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Environmental Science

School of Natural Resources & Public Safety

Program

The Environmental Science program provides the training needed to work in the environmental consulting field. This degree will cover all aspects of environmental science, including topics such as environmental biology, chemistry, geography, environmental ethics, and natural resources skills.

A combination of field and lab experiences will prepare students for entry-level positions in environmental consulting, as well as local, state and federal agencies. This degree will also provide a good foundation for those students who want to continue on to another institution to pursue a bachelor's degree.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Environmental Science:

- Utilize current skills and techniques in environmental science to work effectively in a diversity of settings;
- Apply ecological and scientific understanding of natural systems to environmental issues or problems;
- Know environmental laws, regulations, and policy and understand their implications to managing natural areas;
- Communicate professionally and effectively with diverse audiences orally and in written form;
- Work and behave ethically and appropriately as a professional;
- Identifies species of indicator organisms using keys and site information;
- Uses knowledge of the impact of, and methods for controlling insects, diseases and animals;
- Correctly uses equipment and techniques to perform environmental measurements to complete a site assessment;
- Correctly performs land surveys, aerial photo interpretation, and map interpretation;
- Collects and analyzes data toward the development and implementation of a project;
- Demonstrates the ability to communicate scientific research with the public and other natural resource professionals; and,
- Exhibits ethical decision-making in the environmental science profession and maintains competent leadership and supervisory skills.

Career Opportunities

Hocking College serves to create employment opportunities to the population of our region through technical education in fields where jobs are in demand. This degree in Environmental Science will provide our graduates with the training needed to be knowledgeable in the fields of science and skilled in the techniques needed to work in the environmental consulting field.

Associate of Applied Science in Environmental Science

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENVS-1101	Environmental Science	3.00
FOR-1009	Dendrology I	2.00
WWM-2231	Water Resource Management & Protection	3.00
ENVS-1134	Field Biology I	1.00
FMAQ-2270	Gamefish Identification	1.00
GEO-1104	Introduction to GPS & GIS	3.00
	Semester Total	14.00

Course No.	Spring 1	Credit Hours
FOR-1010	Dendrology II	1.00
MATH-1113	College Algebra	4.00
NRM-1112	Field Equipment Operations	2.00
ENGL-1510	English Composition I	4.00
ENVS-1135	Field Biology II	1.00
FMAQ-2266	Ichthyology	3.00
	Semester Total	15.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
BIOS-1119	Botany	3.00
ENVS-2217	Aquatic Ecology	3.00
WLM-2104	Wetland Ecology & Management	1.00
BIOS-1171	Zoology	3.00
ENVS-1160	Watershed Assessment	2.00
GEO-1125	Map Reading & Interpretation	1.00
WLM-2203	Environmental Ethics	3.00
	Semester Total	16.00

Course No.	Spring 2	Credit Hours
CHEM-1131	Environmental Chemistry	3.00
COMM-1130	Speech	3.00
FOR-1124	Forest Ecology	2.00
ENVS-2650	Environmental Science Capstone	3.00
GEO-1105	Introduction to Soils	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	15.00

Total Credit Hours 61.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Equine Health & Complementary Therapies

School of Natural Resources & Public Safety

Program

The Equine Health & Complementary Therapies Program focuses on the health care component of the horse industry. The program was developed to meet the industry demand for qualified horse care technicians. You will develop skills in traditional health care such as nutrition, anatomy and physiology, broodmare and foal care, and non-traditional complementary therapies.

In addition to traditional health care, Hocking's program includes the newer disciplines of equine acupressure and massage. This unique component teaches you proper massage techniques for applying pressure to and kneading muscles that are prone to fatigue and stress.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Equine Health & Complementary Therapies:

- Provide advanced horse health care including preventative health care;
- Properly identify feeds and feeding requirements of equine at all ages and levels of performance;
- Demonstrate a variety of equine massage techniques;
- Competently perform therapeutic-based massage for specific equine conditions;
- Demonstrate a variety of equine acupressure techniques;
- Perform basic shoeing techniques;
- Provide proper broodmare and foal care;
- Demonstrate an understanding of equine reproduction and breeding;
- Identify, maintain, and use safety procedures with horses, tack, and related equipment;
- Perform safety inspection procedures in daily operations;
- Properly feed/water horses, groom/bathe horses, and clean stalls;
- Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating and emergency shoeing and trimming;
- Manage horses, unmounted, to include leading, tying, trailer loading, transporting, approaching, catching, haltering and ponying;
- Use a computer for word processing and data storage; and,
- Communicate professionally with coworkers and with the public.

Career Opportunities

Graduates of the Equine Health & Complementary Therapies program are prepared for employment in a wide variety of jobs in the equine industry, such as a breeding farm, boarding operation, rehabilitation facility, veterinarian assistant, or running a business.

Associate of Applied Science in Equine Health & Complementary Therapies

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
EQSI-1104	Intro to Horse Handling & Mgt	3.00
WLM-2203	Environmental Ethics	3.00
ENGL-1510	English Composition I	4.00
EQSI-1160	Beginner Equine Massage	3.00
	Semester Total	14.00

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
EQSI-1113	Equine Nutrition	2.00
EQSI-1120	Intermediate Equine Massage	3.00
EQSI-1112	Equine Health	3.00
EQSI-1132	Stable & Facility Management (SL)	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	17.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
ENVS-1101	Environmental Science	3.00
EQSI-1102	Advanced Horse Handling	3.00
EQSI-2224	Equine Acupressure	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
EQSI-2217	Equine Anatomy & Physiology	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
EQSI-2655	Stable Management (Capstone)	4.00
BUS-1102	Introduction to Management	3.00
EQSI-2218	Reproductive Physiology	2.00
EQSI-2161	Advanced Equine Massage & Aromatherapy	3.00
EQSI-2213	Foaling Management	2.00
EQSI-2242	Equine Assessment	1.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	16.00

Total Credit Hours 63.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Equine Teaching & Training

School of Natural Resources & Public Safety

Program

Equine Teaching & Training students will gain practical experience from professional instructors in biomechanics of the horse and rider, behavior, groundwork, and western-focused riding. Students have the opportunity to start and train stock. Students will work with horses in a trail and arena setting. Students will also develop their skills teaching beginner riding lessons.

A weight limit of 225 pounds will be observed for all mounted riding classes. Alternative hands-on non-riding exercises can be provided for those who may exceed this limit.

Program Outcomes

The following student learning outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Equine Teaching & Training:

- Perform proper shoeing techniques.
- Apply business skills, as they pertain to the equine industry.
- Identify, maintain, and use safety procedures with horses, tack, and related equipment.
- Perform safety inspection procedures in daily operations.
- Properly feed/water horses, groom/bathe horses, and clean stalls.
- Provide basic horse health care, including preventive health care.
- Properly identify feeds and feeding requirements of equine at all ages and levels of performance.
- Apply knowledge of horse anatomy, teeth identification, conformation color, and health care.
- Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching catching, and haltering.
- Manage horses without assistance while mounting/dismounting.
- Tack and untack properly, to include fit and adjustment.
- Use wilderness riding skills, including ponying.
- Operate and maintain basic maintenance equipment, including basic farm equipment and primitive hand tools.
- Handle horses at walk, trot, canter, and in varying terrain.
- Demonstrate understanding in leathercraft and leather repair, related to tack.
- Demonstrates proper care and handling of pack stock, and use of packing equipment.
- Demonstrate effective programming and creative teaching methods appropriate for arena and trail work.

Career Opportunities

Many students who graduate from Hocking College's Equine Teaching & Training Program will find jobs as a riding instructor, stable or barn manager, an outfitter/packer, guide/wrangler, leather worker, teamster, or a groomer.

Associate of Applied Science in Equine Teaching & Training

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
EQSI-1104	Intro to Horse Handling & Mgt	3.00
EQSI-1109	Novice Horsemanship	3.00
ENGL-1510	English Composition I	4.00
EQSI-1117	Intermediate Horsemanship	3.00
	Semester Total	14.00

Course No.	Spring 1	Credit Hours
EQSI-2225	Advanced Horsemanship	3.00
MATH-1103	Applied Mathematics	3.00
WLM-2203	Environmental Ethics	3.00
ENVS-1101	Environmental Science	3.00
EQSI-2200	Horse Packing	3.00
EQSI-2230	Team Driving	2.00
	Semester Total	17.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
EQSI-1102	Advanced Horse Handling	3.00
EQSI-1112	Equine Health	3.00
EQSI-2252	Teaching Horsemanship	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
EQSI-2241	Colt Starting	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
EQSI-2651	Colt Training (Capstone)	4.00
BUS-1102	Introduction to Management	3.00
COMM-1130	Speech	3.00
EQSI-1113	Equine Nutrition	2.00
EQSI-1132	Stable & Facility Mgt (SL)	3.00
EQSI-2242	Equine Assessment	1.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	17.00

Total Credit Hours 64.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Farrier Science & Business

School of Natural Resources & Public Safety

Program

Hocking College offers one of the few farrier science associate degree programs in the United States. The Farrier Science and Business program offers a unique combination of horseshoeing and blacksmithing skills. Students will learn techniques for shoeing horses and business management. Classes such as care and handling, gait analysis, and welding provide students with a solid background in horse care.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Farrier Science & Business:

- Perform proper horse hoof care including trimming, balancing hooves, and shoeing techniques.
- Apply business skills, as they pertain to the equine industry.
- Identify, maintain, and use safety procedures with horses, tack and related equipment.
- Perform safety inspection procedures in daily operations. Properly feed/water horses, groom/bathe horses, and clean stalls.
- Provide basic horse health care including preventive health care.
- Properly identify feeds and feeding requirements of equine at all ages and levels of performance.
- Apply knowledge of horse anatomy, teeth identification, conformation color, and health care.
- Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching catching, and haltering.
- Operate and maintain basic farrier equipment.
- Demonstrate correct use of forge.
- Develop a plan to establish a farrier business.

Career Opportunities

The Farrier Science & Business program provides students with very specialized skills. Employment may be found in all areas of the equine industry, such as at a dude ranch, in the race horse industry, or in private stables. Graduates are also prepared to establish their own farrier business.

Many farriers are self-employed. The business portion of this program provides you with not only basic business skills, such as management and accounting, but also marketing, brochure development, and business skills specific to the equine industry. You will also develop a business plan to get you started in establishing a successful farrier business.

Associate of Technical Study in Farrier Science & Business

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
EQSI-1019	Introduction to Horseshoeing	3.00
EQSI-1104	Intro to Horse Handling & Mgt	3.00
ENGL-1510	English Composition I	4.00

EQSI-1021	Beginner Horseshoeing	3.00
Semester Total		14.00

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
EQSI-1113	Equine Nutrition	2.00
EQSI-1215	Intermediate Horseshoeing	3.00
EQSI-1132	Stable & Facility Mgt (SL)	3.00
EQSI-2216	Advanced Horseshoeing	3.00
MATH-1103	Applied Mathematics	3.00
Semester Total		17.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
Semester Total		1.00

Course No.	Autumn 2	Credit Hours
EQSI-1112	Equine Health	3.00
EQSI-1135	Forging I	3.00
WELD-1121	Introduction to Welding	3.00
ENVS-1101	Environmental Science	3.00
EQSI-2215	Forging II	3.00
Semester Total		15.00

Course No.	Spring 2	Credit Hours
EQSI-2652	Horseshoeing Capstone	5.00
WLM-2203	Environmental Ethics	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
EQSI-2242	Equine Assessment	1.00
GS-2010	Pathway to Prosperity II	1.00
Semester Total		13.00

Total Credit Hours 60.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Fire & Emergency Services

School of Natural Resources & Public Safety

Program

The Fire & Emergency Services program prepares you to meet community needs for fire and emergency medical protection. Students will begin the program with the fire certificate their first autumn semester and continuing into their EMT basic certificate during the spring. The Fire & Emergency Services program is offered over Firefighter I & II, EMT and Paramedic certificate courses over 5 semesters. Firefighter I & II certificate follows standards established by National Fire Protective Association 1001, and the Ohio Department of Public Safety. Hocking College maintains an onsite fire training facility including fire apparatus, search mazes, roof simulators, and related equipment. Graduates take the Ohio Firefighter Certification exam administered by the Ohio Department of Public Safety.

EMT and paramedic classes follow the curriculum requirements, established by the State of Ohio and CoAEMSP. Hocking College's EMT program provides a fully equipped medical lab classroom that's like an emergency room. Students utilize multiple life like mannequins and act out medical & trauma scenarios to prepare them for the field. Students must take the National Registry exam to be certified at the end of the program.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Fire & Emergency Services:

- Provide emergency fire services under the direct supervision of a fire officer;
- Provide emergency medical services working within the confines of EMT or paramedic certification;
- Provide basic emergency rescue services;
- Provide emergency hazardous material services working within the confines of first responder hazardous material awareness and operation level;
- Maintain readiness of emergency equipment;
- Maintain facilities;
- Demonstrate public relations skills;
- Communicate with coworkers, supervisors, and the public;
- Write reports;
- Perform firefighting math skills; and,
- Practice human relations skills and maintain a code of ethics.

Career Opportunities

Graduates are employed as fire fighters, EMTs, and Paramedics. Employment is available with municipal fire departments, governmental and privately-owned emergency services, industrial fire, health or emergency services, police, forest, and recreational services.

Associate of Technical Study in Fire & Emergency Services

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
MATH-1103	Applied Mathematics	3.00
FS-1114	Firefighter I & II	13.50
	Semester Total	17.50

Course No.	Spring 1	Credit Hours
BIOS-1112	The Human Organism	4.00
EM-1104	EMT Basic I	3.00
EM-1107	EMT Lab I	0.50
EM-1112	EMT Practicum I	1.00
EM-1115	EMT Basic II	3.00
EM-1118	EMT Lab II	0.50
EM-1119	EMT Practicum II	1.00
ENGL-1510	English Composition I	4.00
	Semester Total	17.00

Course No.	Autumn 2	Credit Hours
EM-1113	Paramedic I	4.50
EM-1114	Paramedic Practicum I	1.00
COMM-1130	Speech	3.00
EM-1116	Paramedic II	4.50
EM-1117	Paramedic Practicum II	1.00
	Semester Total	14.00

Course No.	Spring 2	Credit Hours
EM-1200	Paramedic III	4.00
EM-1202	Paramedic Practicum III	1.00
EM-1204	Paramedic IV	4.00
EM-1206	Paramedic Practicum IV	1.00
SOCI-1101	Introduction to Sociology	3.00
	Semester Total	13.00

Course No.	Summer 3	Credit Hours
EM-2103	Paramedic V	4.50
EM-2104	Paramedic Practicum V	1.50
EM-2210	Paramedic VI-Capstone	4.50
EM-2212	Paramedic Practicum VI-Internship	1.50
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	13.00

Total Credit Hours **74.50**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Fish Management & Aquaculture Sciences

School of Natural Resources & Public Safety

Program

The Fish Management & Aquaculture Sciences program prepares students for a career working with both game and non-game species for fish. The program prepares students for positions with county and state water management agencies, state, and federal Divisions of Natural Resources, which require a two-year degree, and private enterprise aquaculture facilities.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Fish Management & Aquaculture Sciences:

- Utilize current skills and techniques in fish and wildlife management to work effectively in a diversity of settings;
- Collect, analyze, interpret, and apply fish population and habitat data;
- Apply ecological and scientific understanding of natural systems to fish issues or problems, and to evaluate and manage fish habitats and populations;
- Know environmental laws, regulations and policy and understand their implications to fish and wildlife;
- Communicate professionally and effectively with diverse audiences, orally and in written form;
- Work and behave ethically and appropriately as a fish professional; and,
- Culture fish species at our campus fish hatchery.

Career Opportunities

The Fish Management & Aquaculture Sciences program prepares students for entry-level jobs such as fish technician, hatchery technician, aquaculturist, watershed coordinator, fish handler and fish research assistant.

Associate of Applied Science in Fish Management & Aquaculture Sciences

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FMAQ-1110	Fish Culture I	4.00
FMAQ-1115	Hatchery Maintenance	2.00
WLM-2104	Wetland Ecology & Management	1.00
WLM-2219	Wildlife Radiotelemetry	1.00
ENGL-1510	English Composition I	4.00
ENVS-1134	Field Biology I	1.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	17.00

Course No.	Spring 1	Credit Hours
BIOS-1171	Zoology	3.00
FMAQ-2240	Fish Health	2.00
WLM-1056	Wildlife Ecology & Identification	3.00
CHEM-1131	Environmental Chemistry	3.00

ENVS-1135	Field Biology II	1.00
FMAQ-2266	Ichthyology	3.00
NRM-1112	Field Equipment Operations	2.00
	Semester Total	17.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
ENVS-2217	Aquatic Ecology	3.00
FMAQ-2239	Pond Nuisance Control	1.00
COMM-1130	Speech	3.00
ENVS-1160	Watershed Assessment	2.00
GEO-1104	Introduction to GPS & GIS	3.00
GEO-1125	Map Reading & Interpretation	1.00
	Semester Total	13.00

Course No.	Spring 2	Credit Hours
FMAQ-2650	Fish Management Capstone (SL)	5.00
WLM-2203	Environmental Ethics	3.00
FMAQ-2220	Fish Culture II	4.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	13.00
	Total Credit Hours	61.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Forest Management

School of Natural Resources & Public Safety

Program

Sound forestry practices are more important today than ever before. Responsible and sustainable management of renewable resources and the environment during a time of increasing demand for forestry goods and services represents a tremendous challenge to today's foresters. Issues in forest management, forest ecology, reforestation, and reclamation are central to Hocking's Forest Management program.

As a forester, your responsibilities may include collection and interpretation of forest data, documentation of environmental conditions, prescribing and implementing forest management practices, checking contract compliance, conduct timber sales and value timber stands, supervision of field crews, and public relations. The program combines a solid academic background with extensive field training. Classroom work is followed by field experience in the safe use of tools and equipment, as well as conducting forest inventories, planting trees, wildland fire fighting and prescribed fire, and trips to area forestry institutions and businesses.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Forest Management:

- Identifies species of trees using individual characteristics, dichotomous keys, and site information;
- Applies knowledge of forest ecology, including plant succession, soils, environmental protection, weather/climate influences, and relations of trees to other organisms;
- Practices sound silviculture and reforestation techniques;
- Protects and enhances wooded environments with fire control and use.
- Uses knowledge of the impact of, and methods for, controlling insects, diseases, and animals;
- Correctly uses equipment and techniques to perform forest and tree measurements;
- Correctly performs land surveys;
- Performs aerial photo and map interpretation;
- Uses effective harvesting techniques, including safe and environmentally sound operation of equipment;
- Collects and analyzes data toward the development and implementation of a project;
- Implements sound forest management plans with an understanding of multiple use principles and awareness of forest products utilization;
- Demonstrates proactive supervision and inspection skills for compliance and enforcement of forest management practices /projects;
- Demonstrates effective communication, math, computer, and critical thinking skills;
- Demonstrates professionalism and a strong work ethic;
- Practices business management and marketing techniques to attain set targets/goals in a cost effective manner;
- Demonstrates safe working practices; and,
- Cultivates lifelong learning.

Career Opportunities

Graduates of the Forest Management program are eligible for employment with public and private forestry organizations and operate forestry equipment ranging from a hand compass to the surveyor's transit to chainsaws and bulldozers. Students are qualified for positions such as forestry technician, nursery operator, timber cruiser, restoration and reforestation specialist, fire prevention and suppression worker, insect and disease control technician, and log grader.

Associate of Applied Science in Forest Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
THTC-1101	Tree Care	3.00
FOR-1009	Dendrology I	2.00
FOR-1123	Forest Measurements	3.00
FOR-1125	Forest Soils	2.00
FOR-1133	Forest Products Utilization	2.00
MATH-1113	College Algebra	4.00
	Semester Total	17.00

Course No.	Spring 1	Credit Hours
THTC-1102	Timber Harvest	3.00
FOR-1010	Dendrology II	1.00
FOR-1112	Forestland Navigation & Mapping	3.00
FOR-1124	Forest Ecology	2.00
ENGL-1510	English Composition I	4.00
FOR-2119	Reforestation & Pesticide Applications	3.00
	Semester Total	16.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
FOR-2122	Silviculture	3.00
GEO-1104	Introduction to GPS & GIS	3.00
WLM-2203	Environmental Ethics	3.00
ENVS-1134	Field Biology I	1.00
FOR-2221	Wildland & Prescribed Fire	3.00
FOR-2226	Forest Operations	2.00
WLM-2227	Management of Forest Wildlife	1.00
	Semester Total	16.00

Course No.	Spring 2	Credit Hours
FOR-2650	Forest Management (Capstone)	3.00
COMM-1130	Speech	3.00
FOR-2205	Forest Issues & Policy (SL)	2.00
FOR-2210	Forest Mensuration	3.00
ENVS-1135	Field Biology II	1.00
FOR-1131	Forest Entomology & Pathology	2.00

Natural Resources & Public Safety

GS-2010	Pathway to Prosperity II	1.00
	Semester Total	15.00
	Total Credit Hours	65.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Laboratory Sciences-Major in Cannabis Laboratory

School of Natural Resources & Public Safety

Program

When the state of Ohio passed HB523, eligibility to apply for a cannabis testing lab license was limited to Ohio public institutes of higher education. In the public dialogue, there was significant concern that no institutes were going to apply for fear of federal crackdown. In this way, there was a very significant need for any public institute to step up and fulfill the Ohio mandate to provide safety testing and quality control for the entire medical cannabis supply chain in Ohio. Hocking College is proud to serve this critical medical testing laboratory need and train our students to enter this growing job market.

Program Outcomes

Cannabis laboratory technicians require the following skills and experience:

- Ability to prepare many samples in a fast-paced environment
- Knowledge of LC-MS/MS, GC-MS/MS, HPLC, ICP-AES/MS
- Familiar with Shimadzu and Agilent instrumentation and software
- Knowledge of microbial enumeration (petrifilm and traditional plating)
- PCR and microbiology experience
- Knowledge of the cannabis industry

Job Outlook

By 2026, cannabis is projected to be a \$50 billion industry. As the market gets larger and there's enforcement for testing, there's no doubt that there'll be more need for testing services and highly skilled and trained cannabis medical laboratory technicians. It is anticipated that a lot of these labs will grow, and at the federal level, it is anticipated that we will see labs that are now servicing other markets, including big contract labs, cross into cannabis once some regulations are standardized. USA Salary Ranges: \$35,000 to \$55,000/year or \$15 to \$20/hour.

Course No.	Autumn 2	Credit Hours
CANN-1106	Cannabis Supply Chain & Economics	3.00
CANN-2201	Industry Regulations & Compliance	3.00
CHEM-1102	Chemistry I	4.00
AG-1231	Indoor Crop Production I	2.00
CANN-1121	Instruments & Analysis I	4.00
	Semester Total	16.00
Course No.	Spring 2	Credit Hours
AG-2229	Indoor Crop Production II	2.00
CANN-2221	Instruments & Analysis II	4.00
CANN-2600	Cannabis Laboratory Technician-Practicum	2.00
CANN-2650	Cannabis Laboratory Tech-Capstone (SL)	4.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	13.00
	60.00	
	Total Credit Hours	60.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Applied Science Laboratory Sciences-Major in Cannabis Laboratory

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BIOS-1119	Botany	3.00
ENGL-1510	English Composition I	4.00
CANN-1101	Humans, Cannabis & The Forgotten History	3.00
MATH-1113	College Algebra	4.00
	Semester Total	15.00
Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
MICR-1201	Microbiology	4.00
ENGL-2225	Technical Writing	3.00
LAB-1102	Introduction to Laboratory Sciences	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	16.00

Natural Resources Law Enforcement

School of Natural Resources & Public Safety

Program

The Natural Resources Law Enforcement program prepares you for emergency service and visitor assistance careers in the natural resources field. The program is designed to teach the skills necessary to protect life and resources from harm in federal, state, local, and privately-held parklands, natural areas, recreational sites and managed resource areas. Rangers frequently engage in law enforcement, search and rescue, emergency medicine, visitor and user assistance, resource management, and education.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Natural Resources Law Enforcement program:

- Exhibits a professional, personal and ethical lifestyle consistent with law enforcement standards;
- Demonstrates knowledge of the laws of arrest, search and seizure;
- Meets or exceeds fitness standards at local, state and federal agencies;
- Demonstrates basic skills related to investigation and evidence processing;
- Listens and communicates effectively (written and oral) internally and externally;
- Demonstrates a working knowledge of natural resources technical skills; and,
- Applies administrative, leadership, and management skills.

Career Opportunities

Graduates of the Natural Resources Law Enforcement Program are eligible for employment as park rangers at private, local, county, state, and federal levels. Job titles may include Park Police Officer, Law Enforcement Officer, Environmental Police Officer, Game Protector, and River Ranger.

Associate of Applied Science in Natural Resources Law Enforcement

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
NRLW-1101	NR Law Fitness	1.00
FOR-1009	Dendrology I	2.00
NRLW-1001	Handgun Safety & Proficiency	2.00
NRLW-1100	Introduction to NR Law Enforcement	1.00
NRLW-1107	NR Information Technology & Equipment Operation	3.00
ENGL-1510	English Composition I	4.00
ENVS-1134	Field Biology I	1.00
GEO-1125	Map Reading & Interpretation	1.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
NRLW-1102	NR Law Fitness	1.00
FOR-1010	Dendrology II	1.00
NRLW-1103	NR Criminal Law	3.00
WLM-1056	Wildlife Ecology & Identification	3.00
ENVS-1135	Field Biology II	1.00
MATH-1113	College Algebra	4.00
NRM-1112	Field Equipment Operations	2.00
	Semester Total	15.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
NRLW-2101	NR Law Fitness	1.00
NRLW-2212	Law Enforcement Management & Operations	3.00
WLM-2203	Environmental Ethics	3.00
FMAQ-2270	Gamefish Identification	1.00
NRLW-2216	Wilderness First Aid & Survival	2.00
WLM-2145	Wildlife Techniques	3.00
	Semester Total	13.00

Course No.	Spring 2	Credit Hours
NRLW-2102	NR Law Fitness	1.00
COMM-1130	Speech	3.00
NRLW-2209	NR Administration & Mgt	2.00
WLM-2115	Wildlife Management	3.00
GEO-1102	Introduction to GPS	2.00
GS-2010	Pathway to Prosperity II	1.00
NRLW-2210	Forensic Science-Collection & Preservation (Capstone/SL)	3.00
	Semester Total	15.00

Total Credit Hours 60.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Parks & Museum Education

School of Natural Resources & Public Safety

Program

Since its inception, the Parks & Museum Education program at Hocking College has become renowned for training experienced, confident and talented educators. Interpreters are teachers whose classrooms exist outside the four walls of a building. As a student in the Parks & Museum Education program, you will be trained to educate others about the environment and human connections to it. Classes use the backdrop of Southeastern Ohio to extract stories of interest in the natural world and the history of nearby areas. Emphasis is placed on practical experience, leading programs with groups of all kinds, exhibit design, and development of interpretive sites. You will also receive unique training in researching and developing living history subjects and techniques.

The College Nature Center provides Interpretation students the opportunity to work with captive wildlife.

Robbins Crossing is a collection of authentic log homes that allows students to practice "living history" presentations in period clothing, designed to engage visitors in the skills and lifestyles of the past including blacksmithing, wood stove cooking, and woodworking.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Parks & Museum Education:

- Interprets accurate information in an interactive, entertaining, and educational fashion to the satisfaction of a variety of audiences;
- Demonstrates leadership abilities in group programming situations, both educational and recreational;
- Prepares programs and materials that strive to achieve the mission of the overseeing agency;
- Demonstrates ability and desire to research and gather information from a variety of sources, including computer usage related to library and internet information;
- Exhibits ability to work cooperatively with other interpreters and professionals;
- Exhibits professional behaviors, such as promptness and preparation for programming assignments;
- Demonstrates effective written communication skills, including customer correspondence, interpretive publications and displays;
- Demonstrates effective use of technology, including web development and social networking opportunities;
- Demonstrates ability to assess and maintain clean, safe facilities and resources; and,
- Initiates and maintains professional contacts in the interpretation field.

Career Opportunities

Graduates of the Parks & Museum Education program are prepared to perform as practitioners within private and public educational settings,

including national, state, and metropolitan parks, residential camps, museums, zoos, and educational institutions. Job titles may include:

- Park Naturalist
- Outdoor/Environmental Education Specialist
- Museum Educator
- Zoo Educator
- Living History Interpreter
- Tour Guide
- Camp Program Specialist
- Interpretive Ranger and Adventure Guide

Depending upon each individual's academic program, background and history of field experiences, entry-level salaries in the natural resources industry may range from \$35,000 - \$50,000 annually, with lower range employers providing room, board, transportation and uniforms.

Associate of Applied Science in Parks & Museum Education

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FOR-1009	Dendrology I	2.00
PM-1100	Introduction to Interpretation	2.00
WLM-1056	Wildlife Ecology & Identification	3.00
ENVS-1134	Field Biology I	1.00
GEO-1125	Map Reading & Interpretation	1.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	13.00

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
FOR-1010	Dendrology II	1.00
PM-1118	Environmental Education Tech	3.00
PM-1121	Interpretive Guide Techniques	3.00
BIOS-1163	Wild Edible Plants & Mycology	1.00
ENGL-1510	English Composition I	4.00
ENVS-1135	Field Biology II	1.00
WLM-2272	Ornithology	2.00
	Semester Total	18.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 1	Credit Hours
ENVS-2217	Aquatic Ecology	3.00
PM-2215	Historical Interpretation	2.00
WLM-2203	Environmental Ethics	3.00
ENGL-2225	Technical Writing	3.00
PM-2109	Night Interpretation	1.00
PM-2240	Interpretive Facilities & Display Design	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
PM-2650	Interpretation Capstone (SL)	3.00

Natural Resources & Public Safety

BIOS-1171	Zoology	3.00
GEOL-2271	Geomorphology	3.00
GS-2010	Pathway to Prosperity II	1.00
PM-2420	Trail & Waterway Interp Guide	3.00
Semester Total		13.00
Total Credit Hours		60.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Wildlife Resources Management

School of Natural Resources & Public Safety

Program

The Wildlife Resources Management program at Hocking College provides a hands-on, experience-based curriculum. Students actively learn and practice field skills here that they will only hear about in other more traditional wildlife management programs. In addition, students leave our program with a strong conceptual understanding of wildlife management, ecology and conservation, botany and plant ecology and identification, and natural resources as a whole. Skills learned include wildlife, fish and plant field and lab identification; wildlife field data collection techniques such as survey, capture, radio telemetry, habitat and population sampling; and other general field skills such as map reading, watercraft operation, and natural resources equipment operation.

The Wildlife Resources Management degree is designed for students interested in seeking employment in fish and wildlife careers after acquiring their two-year associate degree as well as preparing students to transfer to a four-year program in natural resources management. Most positions with Ohio county and state parks and the Ohio Division of Wildlife require a two-year wildlife degree.

This program also requires students to complete an internship related to wildlife management that provides practical experience and networking opportunities.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science Wildlife Resources Management:

- Demonstrates technical skills and techniques in wildlife management to work effectively in diverse settings;
- Applies biological knowledge and skills to manage wildlife habitat and populations;
- Collects, analyzes, interprets, and applies wildlife/fish population and habitat data;
- Communicates effectively, in writing and speech, with public and other natural resources professionals;
- Models ethical, leadership and supervisory skills;
- Interprets, applies, and communicates natural resources law and policy; and,
- Demonstrates math skills for utilization in practical fields and other wildlife applications.

Career Opportunities

The Wildlife Resources Management degree will qualify graduates for entry-level jobs such as county wildlife officer, fish or wildlife technician, park naturalist, county soil and water conservation district wildlife specialist positions in Ohio, plus some technician and assistant jobs with other state and federal agencies, as well as captive animal work and environmental consulting.

Associate of Applied Science in Wildlife Resources Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FOR-1009	Dendrology I	2.00
NRM-1112	Field Equipment Operations	2.00
WLM-1056	Wildlife Ecology & Identification	3.00
WLM-2219	Wildlife Radiotelemetry	1.00
BIOS-1171	Zoology	3.00
ENGL-1510	English Composition I	4.00
ENVS-1134	Field Biology I	1.00
FOR-1020	Forest Management Techniques	1.00
	Semester Total	18.00

Course No.	Spring 1	Credit Hours
BIOS-1119	Botany	3.00
FOR-1010	Dendrology II	1.00
MATH-1113	College Algebra	4.00
WLM-2145	Wildlife Techniques	3.00
ENVS-1135	Field Biology II	1.00
FMAQ-2266	Ichthyology	3.00
WLM-2272	Ornithology	2.00
	Semester Total	17.00

Course No.	Summer 2	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
ENVS-2217	Aquatic Ecology	3.00
WLM-2104	Wetland Ecology & Management	1.00
WLM-2212	Ecology & Management of Grassland Wildlife	2.00
GEO-1104	Introduction to GPS & GIS	3.00
WLM-2210	Wildlife & NR Law & Policy	3.00
WLM-2115	Wildlife Management	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
WLM-2650	Wildlife Capstone (SL)	4.00
COMM-1130	Speech	3.00
WLM-2251	Biostatistics for Wildlife Mgt	3.00
GS-2010	Pathway to Prosperity II	1.00
WLM-2203	Environmental Ethics	3.00
	Semester Total	14.00

Total Credit Hours **65.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Accounting & Financial Services

School of Workforce Development

Program

Hocking College's Accounting & Financial Services program offers a wide variety of training to meet the needs of the accounting field. In this two-year associate degree program, students will learn non-profit accounting, cost accounting, payroll accounting, federal taxation, and auditing. Course work in this accounting degree program includes training in the use of commercial software packages including Peachtree, MS Office, Drake, and QuickBooks software.

Hocking College provides training in all of these essential accounting courses to prepare students for work in this field. Working in accounting and financial services is as important today as it has ever been and this accounting degree program from Hocking College offers the necessary coursework and training to meet those important needs.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Accounting & Financial Services:

- Use appropriate entry-level accounting skills;
- Interact effectively with peers and superiors in the work place;
- Effectively use a microcomputer to develop and maintain cost, non-profit and general ledger accounting systems;
- Manually prepare federal and state tax returns for payroll and income;
- Prepare federal tax returns on a microcomputer;
- Use commercial spreadsheet software proficiently;
- Use word processing software proficiently;
- Perform data entry accounting tasks and understand the results;
- Effectively prepare to transfer to four-year colleges, if wishing to continue formal education;
- Effectively read and interpret financial statements; and,
- Effectively use routine accounting equipment, including 10-key adding machine.

Career Opportunities

As a graduate of the Accounting & Financial Services program, you may be employed in a certified public accounting firm, bank, small business, manufacturing firm, or a non-profit organization such as a college, hospital, or government agency.

Associate of Applied Business in Accounting & Financial Services

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BUS-1100	Introduction to Entrepreneurship	3.00
MATH-1103	Applied Mathematics	3.00
ACC-1101	Financial Accounting I	3.00
BUS-1000A	Business Consulting Team A	0.50
BUS-2247	Business Excel	3.00
	Semester Total	13.50

Course No.	Spring 1	Credit Hours
ACC-1103	Financial Accounting II	3.00
ECON-1140	Principles of Microeconomics	3.00
ENGL-1510	English Composition I	4.00
BUS-1000B	Business Consulting Team B	0.50
BUS-1110	Marketing	3.00
COMM-1130	Speech	3.00
	Semester Total	16.50

Course No.	Autumn 2	Credit Hours
ACC-1105	Computerized Accounting	3.00
ACC-1120	Payroll Accounting	3.00
BUS-1200	Business Law	3.00
ACC-2141	Taxation	3.00
BUS-1000C	Business Consulting Team C	0.50
HUM-2203	Introduction to Ethics	3.00
	Semester Total	15.50

Course No.	Spring 2	Credit Hours
ACC-2201	Cost Accounting	3.00
ACC-2240	Managerial Accounting	3.00
ACC-2231	Intermediate Accounting	3.00
ACC-2600	Accounting Practicum	2.00
ACC-2650	Auditing Capstone (SL)	3.00
BUS-1000D	Business Consulting Team D	0.50
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	15.50

Total Credit Hours **61.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Advanced Manufacturing & Engineering Technologies

School of Workforce Development

Program

Students will engage in the fundamentals of manufacturing and design and be exposed to equipment utilized in industry today. The program is centered around robotics and automation. In addition to earning an Associate of Applied Science degree, students have the opportunity to earn stackable industry credentials.

Hocking College has established partnerships with industry employers. These partnerships will help the program stay ahead of industry trends and give students a possible career path upon graduation.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in the Advanced Manufacturing and Engineering Technologies degree program:

- Perform advanced, routine functions utilizing programmable logic controls across a variety of manufacturing applications.
- Program, interface, and troubleshoot systems controlled by programmable logic controllers.
- Perform a variety of tasks utilizing robotics and automation.
- Program and operate industrial robotic systems and apply automation concepts to advanced robotics applications.
- Recognize quality assurance and control measures that ensure customer expectations are met through every manufacturing process.
- Follow required mechanical, electrical and environmental safety procedures.
- Analyze and troubleshoot electro-mechanical and fluid power systems.
- Design components and assemblies using CAD software and leverage 3D modeling to fabricate prototypes.
- Identify and perform in a variety of process models, understanding capacity, and resource efficiency.

Career Opportunities

Robotics technician, CAD operator, automation technician, production technician, and more.

Associate of Applied Advanced Manufacturing & Engineering Technologies

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
AMD-1107	Computer Aided Design	3.00
ROB-1010	Intro to Industrial Robotics	3.00
AMD-1101	Mechanical Design	5.00
ENGL-1510	English Composition I	4.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
EE-1126	Electricity	3.00
MICS-1141	Introduction to Word & Excel	1.00

ROB-1020	Robotics Programming	3.00
AMD-2202	Advanced Mechanical Design	4.00
MATH-1113	College Algebra	4.00
	Semester Total	15.00

Course No.	Autumn 2	Credit Hours
BUS-2103	Lean Black Belt	3.00
EE-1140	Programmable Logic Controllers (PLCs)	3.00
ENVS-1101	Environmental Science	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
COMM-1130	Speech	3.00
EGR-2010	Introduction to Pneumatic & Hydraulic Systems	3.00
	Semester Total	18.00

Course No.	Spring 2	Credit Hours
ROB-2020	Advanced Robotics Applications	3.00
ROB-2650	Advanced Manufacturing Capstone (SL)	5.00
GS-2010	Pathway to Prosperity II	1.00
ROB-2600	Advanced Manufacturing Practicum	2.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	14.00
	Total Credit Hours	63.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Automotive Technology

School of Workforce Development

Program

As a student in the Automotive Technology program, you'll gain hands-on experience through coursework and industry participation. You'll learn the fundamentals of automotive repair technology, as well as the management skills of the industry, leading you on a successful career path.

Key benefits of choosing the Hocking College Automotive Technology program include:

- Learn from experienced automotive instructors
- Train in a modern automotive repair space
- Complete practicums relevant to the course work
- Engage in community involvement
- Professional development opportunities
- Paid-internship opportunities working with our industry partners

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Automotive Technology:

- Operate fundamental tools, equipment, and resources related to basic Automotive Service in a safe and prescribed manner.
- Research, communicate diagnosis/estimate, document, and bill for completed service procedures utilizing appropriate technology.
- Evaluate customer concerns and diagnose possible system or component malfunctions.
- Inspect, Diagnose, Repair/Replace and/or rebuild automotive suspension, brake, drivetrain, HVAC, emission, power-plant, and engine control systems.
- Determine the correct procedure for the repair and then correctly perform the procedure.
- Apply good customer relations skills in all interactions with customers.

Career Opportunities

Automotive technician.

Associate of Applied Science in Automotive Technology

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
AUTO-1101	Automotive Service Orientation	3.00
ENGL-1510	English Composition I	4.00
AUTO-1018	Brakes, Steering & Suspension	4.00
MICS-1121	Microsoft Office	3.00
	Semester Total	15.00

Course No.	Spring 1	Credit Hours
AUTO-1102	Internal Combustion Engine	3.00
MATH-1103	Applied Mathematics	3.00

AUTO-1104	Automotive Drive Systems	5.00
COMM-1130	Speech	3.00
	Semester Total	14.00

Course No.	Summer 2	Credit Hours
AUTO-2600	Automotive Practicum	2.00
	Semester Total	2.00

Course No.	Autumn 2	Credit Hours
AUTO-2110	Automotive Electrical Systems	4.00
AUTO-2100	Automotive HVAC	3.00
AUTO-2102	Introduction to Automotive Diagnostics	4.00
ENVS-1101	Environmental Science	3.00
	Semester Total	14.00

Course No.	Spring 2	Credit Hours
AUTO-2202	Advanced Diagnostics	4.00
BUS-1100	Introduction to Entrepreneurship	3.00
AUTO-2650	Automotive Capstone (SL)	5.00
GS-2010	Pathway to Prosperity II	1.00
PSYC-1120	Organizational Behavior	3.00

Total Credit Hours 61.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Baking

School of Workforce Development

Program

The Baking program offers a rich, hands-on learning experience that prepares students for creative and rewarding careers in the baking and pastry arts. Whether you're an aspiring pastry chef, artisan baker, or someone with a passion for culinary creativity, this program equips you with the technical skills, artistic expression, and business knowledge needed to thrive in professional kitchens, bakeries, and hospitality settings. Program highlights include:

- **Hands-On Learning Facilities:** Train in modern commercial kitchens and gain real-world experience through college-run events and at Rhapsody Music and Dining, Hocking's student-operated restaurant.
- **Industry-Recognized Certifications:** Earn the National Restaurant Association's ServSafe Food Protection Manager Certification and receive the Certified Pastry Culinarian (CPC) credential upon program completion.
- **Accreditation by the American Culinary Federation (ACF):** This program is accredited by the ACF, ensuring it meets the highest national standards in culinary education and professional readiness.
- **Community Catering & Culinary Events:** Hone your skills through catered functions, special events, and pop-up bakery projects, building a robust portfolio along the way.
- **Faculty with Real-World Experience:** Learn from certified executive pastry chefs and culinary professionals who bring years of industry experience and mentorship to the classroom.
- **Career Services and Professional Development:** Access resume assistance, mock interviews, job placement support, and professional networking opportunities through our Career Closet and career coaching services.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Baking:

- Execute advanced baking and pastry techniques, including plated desserts, artisanal breads, and cake decorating
- Operate a variety of professional kitchen equipment safely and efficiently
- Apply principles of kitchen management, including menu development, inventory control, purchasing, and cost analysis
- Demonstrate knowledge of food safety and sanitation, including passing the ServSafe certification
- Develop recipes that balance flavor, presentation, nutrition, and cost-efficiency
- Graduate with the Certified Pastry Culinarian (CPC) credential, enhancing employability and professional standing

Career Opportunities

Graduates of the Baking program are prepared for exciting careers as pastry chefs, artisan bread bakers, cake decorators, bakery supervisors, and dessert specialists. Career paths extend across a wide range of settings, including luxury hotels, fine dining restaurants, resorts, boutique bakeries, country clubs, healthcare facilities, and entrepreneurial ventures.

Our alumni are sought after by top employers and are well positioned to advance within the culinary arts industry, from production roles to leadership and creative direction in baking and pastry kitchens.

Associate of Applied Business in Baking

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CULA-1101	Introduction to Baking & Culinary Industry	3.00
CULA-1109	Safety & Sanitation	1.00
ENGL-1510	English Composition I	4.00
CULA-1115	Baking Development: Breads & Pastries	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	15.00

Course No.	Spring 1	Credit Hours
CULA-1201	Catering Banquet Lab I	3.00
CULA-1106	Pastries, Cakes & Desserts	3.00
CULA-1126	Planning & Purchasing	2.00
CULA-1136	Yeast Dough Production	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00
	Semester Total	14.00

Course No.	Autumn 2	Credit Hours
CULA-1132	Baking Production Lab Experience I	3.00
CULA-2240	Table Service (SL)	1.00
ACC-1101	Financial Accounting I	3.00
CULA-2162	Candy & Confections	3.00
CULA-2135	Petit Fours, Miniatures & Class Pastries	3.00
SUPR-1117	Hospitality Supervision	2.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
CULA-2601	Baking Production Lab Experience II (Practicum)	3.00
COMM-1130	Speech	3.00
PSYC-1120	Organizational Behavior	3.00
BIOS-1112	The Human Organism	4.00
CULA-2651	Baking Capstone Experience	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	17.00

Total Credit Hours **61.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Business Management & Entrepreneurship

School of Workforce Development

Program

Hocking's Business Management & Entrepreneurship degree program prepares you for work in a variety of business management jobs and careers ranging from manager trainee to field sales. The program is designed to provide entrepreneurship training to those new to the business world as well as individuals already in the field of business.

Completion of a practicum in area businesses, industries, or agencies provides an opportunity for you to implement skills learned. You may choose to continue skill development by completing an optional internship or co-operative work experience.

The training you receive from the Business Management & Entrepreneurship degree program is invaluable when you are looking for any business management jobs. Hocking College gives you the tools and skills you need to work in the field of business, or to start your own. With great entrepreneurship training and business management courses, Hocking College is the ideal place to get your degree.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Business Management and Entrepreneurship:

- Effectively use a computer to develop accounting records;
- Make sound management decisions based upon planning and examination of appropriate alternatives;
- Understand the legal system, as it relates to business systems;
- Develop and implement appropriate marketing strategies;
- Maintain high ethical standards in business dealings;
- Effectively perform the staffing process;
- Perform various analytical business tasks;
- Communicate effectively through varied media (e.g., written, verbal, visual);
- Use effective quantitative skills in business activities; and,
- Utilize professional demeanor through appropriate conduct, dress, and exhibited attitude.

Career Opportunities

Completion of the Business Management & Entrepreneurship program prepares you for entry-level positions as a manager or a manager trainee, and ultimately, to own and operate your own business. Specialized certificates also provide opportunities for employment as a personnel manager, realtor, or sales associate.

Associate of Applied Business in Business Management & Entrepreneurship

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BUS-1100	Introduction to Entrepreneurship	3.00
BUS-2247	Business Excel	3.00
MATH-1103	Applied Mathematics	3.00

ACC-1101	Financial Accounting I	3.00
BUS-1000A	Business Consulting Team A	0.50
Semester Total		13.50

Course No.	Spring 1	Credit Hours
BUS-2130	Sales (SL)	3.00
ENGL-1510	English Composition I	4.00
BUS-2250	Negotiations	3.00
or		
RE-1101	Principles & Practices of Real Estate	3.00
or		
SUPR-2235	Supervision & Leadership	3.00
BUS-1000B	Business Consulting Team B	0.50
COMM-1130	Speech	3.00
BUS-1110	Marketing	3.00
or		
BUS-1300	Operations Management	3.00
Semester Total		16.50

Course No.	Autumn 2	Credit Hours
ECON-1140	Principles of Microeconomics	3.00
BUS-1200	Business Law	3.00
or		
RE-1102	Real Estate Law	3.00
ACC-1105	Computerized Accounting	3.00
or		
BUS-1210	Social Media Marketing	3.00
or		
BUS-2103	Lean Black Belt	3.00
BUS-1000C	Business Consulting Team C	0.50
HUM-2203	Introduction to Ethics	3.00
BUS-2210	Human Resources Management	3.00
or		
BUS-2230	Advanced Selling	3.00
or		
RE-1140	Real Estate Appraisal	3.00
Semester Total		15.50

Total Credit Hours 61.50-62.50

Course No.	Spring 2	Credit Hours
BUS-2125	Finance	3.00
or		
RE-1130	Real Estate Finance	3.00
BUS-1112	Sales Management	3.00
or		
BUS-1320	Logistics	3.00
or		
BUS-2100	Consumer Behavior	3.00
BUS-1330	Introduction to Six Sigma	3.00
or		
BUS-2211	Talent Development	3.00
or		

Workforce Development

BUS-2300	Marketing Research	3.00
or		
ECON-2240	Principles of Macroeconomics	3.00
or		
WEB-2600	Web Development for Non-Profits (SL/PR)	2.00
BUS-1000D	Business Consulting Team D	0.50
BUS-2600	Business Practicum	2.00
BUS-2650	Business Planning (Capstone)	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	14.50 - 15.50
	Total Credit Hours	60.00 - 61.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Cabinetmaking & Architectural Millwork

School of Workforce Development

Program

The Cabinetmaking & Architectural Millwork Program at Hocking College is a two-year intensive program designed to give students a hands-on education in the design, construction, and installation of commercial and residential interior architectural woodwork.

Prior work experience and/or completion of apprenticeship programs may result in credit hours being awarded by advanced standing, portfolio, and exam assessment.

Program Outcomes

- Practice basic OSHA guidelines governing personal safety and protective equipment.
- Students will apply advanced knowledge of physical and economic properties of wood as it relates to forest-to-furniture model.
- Demonstrate the practical knowledge and skills required to identify and process suitable logs into graded lumber destined for use in the custom architectural millwork and cabinet making industries.
- Perform defined tasks related to the set-up and tooling, use, and maintenance of a variety of standardized machines and hand tools used in both sawmill operations and traditional custom architectural millwork and cabinet making facilities.
- Demonstrate the ability to think and work in 3D spatial terms. This includes the ability to translate conceptual designs into industry recognizable working drawings and, ultimately, a finished product. Design language and construction practices will be informed by relevant industry standards and a survey of traditional and contemporary woodworking skills and techniques. Students will be expected to exhibit a practical knowledge of both and strive to achieve the highest level of workmanship.
- Students will demonstrate knowledge of multiple surface preparation methodologies, a range of suitable and environmentally friendly colorants and coatings and perform a variety application tasks.
- Students will Develop a portfolio of work and a set of standard business practices aimed towards employment in small to large custom architectural millwork or cabinet making shops and/or an entrepreneur working in the wood products sector.

Career Opportunities

Fine carpenter, cabinetmaker, architectural draftsman.

ENGL-1510	English Composition I	4.00
CMCM-1103	Design & Drafting	3.00
CMCM-1105	Fundamentals of Joinery	3.00
Semester Total		15.00

Course No.	Spring 1	Credit Hours
CMCM-1206	Introduction to Wood Finishing	2.00
CMCM-1207	Production Technology & Project Management	2.00
CMCM-1209	Casework	2.00
CMCM-1210	Architectural Millwork	3.00
CMCM-1212	Doors & Drawers	2.00
MATH-1103	Applied Mathematics	3.00
Semester Total		14.00

Course No.	Summer 2	Credit Hours
CMCM-2600	Sawmill Operations	2.00
Semester Total		2.00

Course No.	Autumn 2	Credit Hours
CMCM-2300	Turning, Carving, Veneering & Inlay	2.00
CMCM-2301	Reproduction I: Selection & Milling	2.00
CMCM-2307	Advanced Wood Finishing	2.00
CMCM-2302	Reproduction II: Construction & Finishing	3.00
CMCM-2303	Cabinetmaking I: Design & Project Management	3.00
COMM-1130	Speech	3.00
Semester Total		15.00

Course No.	Spring 2	Credit Hours
CMCM-2404	Cabinetmaking II: Construction & Finishing	2.00
CMCM-2650	Cabinetmaking Capstone	3.00
SOCI-1101	Introduction to Sociology	3.00
CMCM-2408	Introduction to CNC	1.00
CMCM-2651	Cabinetmaking Capstone Portfolio	3.00
ENVS-1101	Environmental Science	3.00
GS-2010	Pathway to Prosperity II	1.00
Semester Total		16.00

Total Credit Hours 62.00

Associate of Applied Science in Cabinetmaking & Architectural Millwork

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CMCM-1100	Wood Technology	2.00
CMCM-1101	Tool Technology & Maintenance	2.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Construction Management - Carpentry

School of Workforce Development

Program

The Construction Management program responds to the growing need for individuals trained in management and skilled craftwork. Construction managers are involved in the planning, estimating, scheduling and execution of a variety of commercial and residential projects. Opportunities also exist for those who aspire to manage their own businesses as independent contractors. Prior work experience and/or completion of apprenticeship programs may result in credit hours being awarded by advanced standing, portfolio, and exam assessment.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Technical Study in Construction Management - Carpentry:

- Displays knowledge and demonstrates basic skills of the commercial and residential carpentry trade following the National Center for Construction, Education and Research (NCCER) curriculum as a guideline;
- Organizes total build process in a safe, effective, and efficient (within budget) manner to meet customer expectations;
- Exhibits supervisory, leadership, and management skills;
- Interprets contract documents (records/drawings) for purpose of estimating materials and labor;
- Demonstrates problem solving skills;
- Communicates effectively with others (public, clients, employees, vendors, owners, supervisors, employers); and,
- Demonstrates professional ethics.

Career Opportunities

Graduates of the Construction Management-Carpentry program are employed as construction estimators, construction sales managers, purchasing managers, independent contractors, crew foremen, and carpenters. With a few years of experience, graduates can move up the career ladder at a faster pace.

Associate of Applied Science in Construction Management - Carpentry

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CM-1001	Construction Safety OSHA	2.00
ENGL-1510	English Composition I	4.00
CMCP-1100	Basic Framing	6.00
WELD-1121	Introduction to Welding	3.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
CM-1107	Forklift & Scissor Lift Operations	3.00
COMM-1130	Speech	3.00
CMCP-1200	Internal/External Finishes	6.00

MATH-1103	Applied Mathematics	3.00
	Semester Total	15.00

Course No.	Autumn 2	Credit Hours
CMCP-2300	Concrete & Rigging	6.00
ERT-1100	Surveying Concepts and Blueprint Reading	2.00
ENVS-1101	Environmental Science	3.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	14.00

Course No.	Spring 2	Credit Hours
AMD-1107	Computer Aided Design	3.00
CM-2105	Project Management	3.00
CMCP-2650	Commercial Construction (Capstone)	6.00
CM-2109	Construction Materials Estimating	2.00
CM-2600	Construction Practicum I (SL)	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	17.00

Total Credit Hours **62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Construction Management – Commercial & Residential Electricity

School of Workforce Development

Program

The Construction Management – Commercial & Residential Electricity program responds to the growing need for individuals trained in commercial and residential electricity management and skilled craftwork. Electricity construction managers are involved in the planning, estimating, scheduling, and execution of a variety of commercial and residential projects. Opportunities also exist for those who aspire to manage their own businesses as independent electrical contractors. Prior work experience and/or completion of apprenticeship programs may result in credit hours being awarded by advanced standing, portfolio, and exam assessment.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Technical Study in Construction Management - Commercial and Residential Electricity:

- Displays knowledge and demonstrates basic skills of the commercial and residential electricity trade following the National Center for Construction, Education and Research (NCCER) curriculum as a guideline;
- Organizes total build process in a safe, effective, and efficient (within budget) manner to meet customer expectations;
- Exhibits supervisory, leadership, and management skills;
- Interprets contract documents (records/drawings) for purpose of estimating materials and labor;
- Demonstrates problem solving skills;
- Communicates effectively with others (public, clients, employees, vendors, owners, supervisors, employers); and,
- Demonstrates professional ethics.

Career Opportunities

Graduates of the Construction Management – Commercial & Residential Electricity program are employed as construction estimators, construction sales managers, purchasing managers, and electricians.

Associate of Technical Study in Construction Management – Commercial & Residential Electricity

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CMEL-1100	Electrical Trades	6.00
WELD-1121	Introduction to Welding	3.00
CM-1001	Construction Safety OSHA	2.00
ENGL-1510	English Composition I	4.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
CM-1107	Forklift & Scissor Lift Operations	3.00
CMEL-1200	Residential Wiring	6.00
COMM-1130	Speech	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	15.00

Course No.	Autumn 2	Credit Hours
ENVS-1101	Environmental Science	3.00
ERT-1100	Surveying Concepts and Blueprint Reading	2.00
CMEL-2300	Commercial Wiring Applications	6.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	14.00

Course No.	Spring 2	Credit Hours
AMD-1107	Computer Aided Design	3.00
CM-2105	Project Management	3.00
CM-2109	Construction Materials Estimating	2.00
CM-2600	Construction Practicum I (SL)	2.00
CMEL-2650	Advanced Electrical Topics (Capstone)	6.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	17.00
	Total Credit Hours	62.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Construction Management - HVAC

School of Workforce Development

Program

As one of the in-demand jobs nationally, and specifically in Ohio, with job growth projected at 15%, students will receive training in heating, ventilation, air conditioning and refrigeration, working towards industry-recognized certifications, and troubleshooting techniques to be job-ready upon graduation. Students will gain on-the-job training from industry partners throughout the curriculum, as well as in lab scenario training on installation and maintenance.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking an Associate of Technical Study in Construction Management - HVAC degree:

- Apply understanding of, and engage in, safety practices essential to the construction trades.
- Perform planning and estimating for trade-based projects that ensure the efficiency of a project from concept to completion.
- Ability to perform calculations on heat loss and heat gain loads for residential and commercial structures.
- Demonstrate proficiency and a working knowledge of electrical components, mechanical components, sheet metal fabrication, piping, and tubing.
- Analyze, test, troubleshoot, and repair components, circuits, and basic industrial systems.

Career Opportunities

HVAC installer, HVAC service technician.

Associate of Associate of Technical Study in Construction Management - HVAC

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CM-1001	Construction Safety OSHA	2.00
CMHV-1100	Level 1-Basic HVAC	6.00
ENGL-1510	English Composition I	4.00
	Semester Total	13.00

Course No.	Spring 1	Credit Hours
CM-1107	Forklift & Scissor Lift Operations	3.00
CMHV-1200	Level 2-HVAC Intermediate	6.00
CM-2600	Construction Practicum I (SL)	2.00
COMM-1130	Speech	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	17.00

Course No.	Autumn 2	Credit Hours
AMD-1107	Computer Aided Design	3.00
CMHV-2300	Level 3-HVAC Advanced	6.00
CM-2601	Construction Practicum II	2.00
ENVS-1101	Environmental Science	3.00

SUPR-2235	Supervision & Leadership	3.00
	Semester Total	17.00
Course No.	Spring 2	Credit Hours
CM-2105	Project Management	3.00
CMHV-2400	Level 4-HVAC Advanced II Conservation	6.00
CM-2109	Construction Materials Estimating	2.00
CM-2602	Construction Practicum III	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	14.00
	Total Credit Hours	61.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Culinary Arts

School of Workforce Development

Program

The Culinary Arts program delivers a comprehensive, hands-on education designed to prepare students for exciting careers in the culinary industry. Whether your goal is to work in fine dining, resort kitchens, catering, or open your own restaurant, this program equips you with the essential skills, creativity, and business knowledge to thrive.

You'll train under experienced professional chefs in state-of-the-art kitchen laboratories and apply your skills through real-world culinary experiences at Rhapsody Music and Dining, campus dining services, and catered events. The curriculum emphasizes community engagement, industry networking, and professional development, giving students a well-rounded and immersive learning experience. Program highlights include:

- Accreditation by the American Culinary Federation (ACF): Our program is nationally accredited through the American Culinary Federation (ACF), ensuring students meet the highest standards in culinary training.
- Real-World Experience: Apply your skills in professional settings through work at Rhapsody restaurant, campus catering events, and college-run food services.
- Certifications Built In: Earn the National Restaurant Association's ServSafe Food Protection Manager Certification and the ACF Certified Culinarian (CC) credential upon graduation.
- Expert Chef Instructors: Learn from certified executive chefs and hospitality professionals who bring a wealth of real-world experience and mentorship to your education.
- Professional Networking: Gain access to culinary competitions, industry events, and local partnerships that help launch your career and connect you with future employers.

Accreditation

Accredited through the American Culinary Federation Education Foundation Accrediting Commission.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Culinary Arts:

- Demonstrate advanced cooking techniques, knife skills, and modern plating practices
- Safely and effectively operate commercial kitchen equipment common to professional culinary settings
- Manage kitchen operations including menu development, purchasing, inventory control, recipe scaling, and cost management
- Implement safety and sanitation practices, including successful completion of the ServSafe Exam
- Apply nutrition principles and adapt recipes for health-conscious and specialty dietary needs
- Develop and present recipes that optimize flavor, texture, presentation, and nutritional balance while maintaining cost-effectiveness
- Graduate with the ACF Certified Culinarian (CC) credential, enhancing career readiness and professional recognition

Career Opportunities

Graduates of the Culinary Arts program are well-equipped for a wide range of positions in the food service and hospitality industry. They find success as line cooks, sous chefs, banquet and catering chefs, food service managers, personal chefs, and culinary entrepreneurs. Employment opportunities span restaurants, hotels, resorts, catering companies, healthcare facilities, cruise ships, and private kitchens. With strong hands-on experience, industry certifications, and the ACF Certified Culinarian credential, Hocking College alumni are prepared to advance quickly into supervisory and leadership roles within fast-paced, professional kitchen environments.

Associate of Applied Business Culinary Arts

Course No.	Autumn 1	Credit Hours
CULA-1201	Catering Banquet Lab I	3.00
GS-1010	Pathway to Prosperity	1.00
CULA-1101	Introduction to Baking & Culinary Industry	3.00
CULA-1109	Safety & Sanitation	1.00
CULA-1111	Stocks, Soups & Sauces	3.00
ENGL-1510	English Composition I	4.00
	Semester Total	15.00

Course No.	Spring 1	Credit Hours
CULA-1113	Fundamentals of Cuisine	3.00
CULA-1115	Baking Development: Breads & Pastries	3.00
CULA-1126	Planning & Purchasing	2.00
COMM-1130	Speech	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	17.00

Course No.	Autumn 2	Credit Hours
CULA-2600	Culinary Arts Lab II (Practicum)	4.00
ACC-1101	Financial Accounting I	3.00
CULA-2117	Garde Manger	3.00
CULA-2106	Meat/Poultry/Seafood Prod & Commissary	3.00
SUPR-1117	Hospitality Supervision	2.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
CULA-2228	American & International Cuisine	3.00
CULA-2240	Table Service (SL)	1.00
CULA-2650	Culinary Capstone Experience	3.00
PSYC-1120	Organizational Behavior	3.00
BIOS-1112	The Human Organism	4.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	15.00

Total Credit Hours 62.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Cyber Security & Network Systems

School of Workforce Development

Program

Securing data systems is a major ongoing challenge in today's world, and our Cyber Security & Network Systems degree program prepares you to enter this dynamic and in-demand field. Employment of information security analysts is projected to grow 33 percent from 2023 to 2033, much faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics. The median annual wage for information security analysts was \$120,360 in May 2023.

It is an analyst's job to fix cyber attack issues, to prevent hackers from stealing data, or creating havoc within networks. Information security analysts' responsibilities continue to expand as the number of cyber attacks increase, leading to an increase in the number of professionals needed in the field today.

Some of the leading industries for cyber security professionals are finance, insurance, information, computer systems, and management. Our program prepares students for the numerous career opportunities in such industries demanding cyber security analysts.

Students in the program will be exposed to reality-based situations and projects assisted by experienced faculty members. The program will prepare students to be technically proficient in both operating systems and networking technologies by practicing specific disciplines and responsibilities that occur in real companies.

Hocking College is a Cisco Networking Academy partner. The Cisco Networking Academy is highly regarded for its hands-on learning approach to the IT field, and provides a curriculum based on the current trends in the industry and the skills required for IT specialists.

As a security professional, you must be technically proficient in both operating systems and networking technologies. The first year of the program focuses on developing skills in these areas. During the second year, security is the focus. Some skills students will develop include network analysis (packet sniffing), cryptography and VPNs, intrusion detection and prevention systems, firewalls, wireless networking and wireless security, penetration testing, and ethical hacking.

Many employers prefer candidates to have general certifications to show knowledge in specific areas. Several courses in this curriculum specifically cover the topics of these industry certification exams: CompTIA Security+, Certified Ethical Hacker, and Cisco CCNA Security. Students pursuing a career as an IT security specialist may want to pursue and obtain one or more of these certifications to show specialized knowledge in specific subject areas.

The courses needed for the cyber security program are sequential in order to attain skills and experience needed for the challenging field. Students are encouraged to begin autumn semester if they wish to complete the degree on time. However, students may enter the program at the start of any semester with the understanding that completion of the degree will take longer than two years.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Cyber Security & Network Systems:

- Analyze a problem and develop a logical plan for a solution;
- Design, implement, maintain, and troubleshoot a small business network;
- Document network architecture, hardware, and software;
- Perform common and administrative tasks on multiple operating platforms;
- Identify and describe the characteristics of protocols used in networking;
- Identify and describe current trends in cyber security;
- Install and configure PC-based security software (anti-virus, anti-malware, password management, and browser-based);
- Utilize current industry tools to identify, analyze, and document network traffic;
- Configure a Virtual Private Network (VPN) for secure communication over insecure networks;
- Configure and implement firewalls to protect network infrastructure;
- Install, configure, and implement a secure wireless network infrastructure;
- Identify and utilize resources for continuous professional growth and development;
- Exhibit professional work ethic and professional conduct; and,
- Interact effectively in both technical and non-technical environments.

Career Opportunities

The Associate According to the U.S. Bureau of Labor Statistics and industry groups, employment opportunities in networking with a cyber security focus are expected to be much better than average for the foreseeable future. As more companies are moving online, the demand for cyber security professionals is rapidly increasing in numerous industries across the United States. Most computer jobs, especially those with large companies, are found in metropolitan areas, which may require relocation after graduation.

Graduates typically begin their careers in roles such as network technician, IT support specialist, or security operations technician. With experience and industry certifications, potential job titles may include IT security specialist, information security analyst, infosec technician, cybersecurity consultant, or network security administrator.

Graduates also have the ability to continue their education at a four-year college or university, usually as a junior, through transfer opportunities.

Workforce Development

Associate of Applied Science in Cyber Security & Network Systems

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
NET-1111	Cisco I - Introduction to Networks	4.00
NET-1120	Computer Hardware & Operating Systems	3.00
CYBR-1100	Security Awareness	3.00
ENGL-1510	English Composition I	4.00
	Semester Total	15.00

Course No.	Spring 1	Credit Hours
NET-1112	Cisco II – Routing & Switching Essent	4.00
COMM-1130	Speech	3.00
CYBR-1200	Security+ Certification	3.00
CS-1140	UNIX/Linux	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	16.00

Course No.	Autumn 2	Credit Hours
CYBR-2100	Cyber Ethics & Cyber Law	3.00
CYBR-2102	Cisco CCNA Security	3.00
PSYC-1120	Organizational Behavior	3.00
CYBR-2101	Python Essentials (SL)	3.00
NET-2220	Server Management	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
ENVS-1101	Environmental Science	3.00
CYBR-2200	Network Analysis	3.00
CYBR-2201	Ethical Hacking	3.00
CYBR-2600	Cyber Security & Network Practicum	2.00
GS-2010	Pathway to Prosperity II	1.00
NET-2650	Network Systems Security (Capstone)	3.00
	Semester Total	15.00
	Total Credit Hours	61.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Fashion Design & Retail Merchandising

School of Workforce Development

Program

The Fashion Design & Retail Merchandising program will provide students with a two-year pathway to the vast fashion and retail industry.

The Fashion Design & Retail Merchandising program is strategically designed to deliver technical apparel development training, valuable product development and consumer research experience, entrepreneurial retail expertise, and industry-specific technology training necessary to succeed in the fashion industry now, and in the future.

With access to our comprehensive fashion studio, students can make their dreams a reality. The sewing lab is equipped with industry-standard machinery and our retail lab space offers real-world experience as students develop and run entrepreneurial ventures within the college. The dye and print labs feature capacity for textile-based exploration and small batch production, including screen printing and custom-colored fabrics. Integrated technology curriculum gives our students an edge with 3D rendering capabilities using CLO software and access to Adobe suite. Our mission is supported through intercollegiate partnerships, professional industry partnerships, and visiting guest professionals.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking an Associate of Applied Business in Fashion Design and Retail Merchandising:

- **Consumer Analysis:** Build critical research skills related to consumer buying patterns, cultural influences, trend forecasting, merchandising strategies, and consumer marketing by performing in-depth human studies and market research.
- **Complete Product Life Cycle:** Form a strong technical foundation through a curriculum strategically designed to mirror the full product life cycle followed by final semesters building their own personal brand, receiving industry feedback, and launching their product for direct sale during the maker's market as the culmination of their degree.
- **Apparel Technical Skills:** Develop technical skills in apparel design, garment construction, textiles manufacturing, product development, garment manufacturing, and apparel quality control.
- **Entrepreneurial Logic:** Apply critical thinking and entrepreneurial problem-solving skills during hands-on learning development and industry-related job experiences. Develop practical business knowledge key to running a successful apparel-based entrepreneurial business through traditional or e-commerce outlets.
- **Technology in Fashion:** Develop computer-based skills relevant to the fashion industry by utilizing the technology required throughout the full product development cycle.
- **Fashion Portfolio Development:** Develop a thorough understanding of the requirements of a fashion portfolio, fashion industry-specific resume, future employer research requirements, and interview best practices in order to achieve an entry-level role in the fashion industry.

Career Opportunities

This degree program will prepare students to gain employment in creative or technical fields in the fashion industry at the corporate level, emerging small business level, or in entrepreneurship as a fashion-based start-up.

Associate of Applied Business in Fashion Design & Retail Merchandising

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FASH-1001	Fashion Fundamentals	3.00
FASH-1002	History of Fashion in Culture	3.00
ENGL-1510	English Composition I	4.00
FASH-1123	Sewing & Garment Construction	3.00
FASH-1141	Flat Pattern	3.00
	Semester Total	17.00

Course No.	Spring 1	Credit Hours
FASH-1112	Color Theory	3.00
FASH-1131	Fashion Analysis & Forecasting	3.00
MATH-1103 or	Applied Mathematics	3.00
MATH-2250	Introductory Statistics	4.00
FASH-1120	Draping	4.00
FASH-1142	Fashion Technology	3.00
	Semester Total	16.00 - 17.00

Course No.	Autumn 2	Credit Hours
FASH-2100	Design & Illustration	3.00
FASH-2102	Business of Fashion	3.00
FASH-2104	Textiles	3.00
COMM-1130	Speech	3.00
FASH-2113	Fashion Branding & Entrepreneurship (SL)	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
FASH-2600	Fashion Industry Practicum	1.00
FASH-2230	Fashion Collection Lab I	2.00
PSYC-1120	Organizational Behavior	3.00
FASH-2242	Fashion Collection Lab II	3.00
FASH-2650	Fashion Portfolio (capstone)	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	13.00

Total Credit Hours **61.00-62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Fermentation Science

School of Workforce Development

Program

The Fermentation Science program offers an immersive, hands-on education designed to prepare students for careers in the rapidly expanding craft beverage and food fermentation industries. Whether you aspire to become a brewer, distiller, winemaker, or fermentation-focused entrepreneur, this program equips you with scientific knowledge, technical skills, and business acumen to succeed in a variety of fermentation-related careers.

Students gain real-world experience in operational businesses owned by the college, including Rhapsody Music and Dining, The Lodge Conference Center, Black Diamond Distillery, and Starbrick Brewery. From brewing and distillation to sensory evaluation and sanitation protocols, the program blends classroom learning with practical application in every phase of production. Program highlights include:

- **Hands-On Learning in Operational Facilities:** Train in fully functioning businesses such as Black Diamond Distillery, The Lodge Conference Center, and Rhapsody, gaining experience in production, service, and event environments.
- **Product-to-Market Experience:** Brew craft beer and fermented beverages that are served to the public at Rhapsody and The Lodge, giving students direct exposure to consumer feedback and market dynamics.
- **Industry Partnerships:** Learn alongside professionals through Hocking College's partnership with Black Diamond Distillery, where students gain real-world distillation experience using professional equipment.
- **Entrepreneurial Focus:** Build the skills needed to start and manage your own brewery, distillery, winery, or culinary fermentation business.
- **Industry-Aligned Curriculum:** Study fermentation science, quality control, production techniques, and operational procedures tailored to modern beverage and food fermentation sectors.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Fermentation Science:

- To identify appropriate and quality raw materials and articulate how to transform them into a fermented consumable product;
- Select and utilize quality raw materials to produce fermented consumables such as beer, wine, spirits, and fermented foods
- Apply scientific and technical principles to improve the quality and consistency of fermentation products
- Operate and troubleshoot fermentation systems and facility equipment in brewing, distilling, and winemaking operations
- Analyze, describe, and refine flavor profiles using sensory science and tasting methods
- Develop and maintain sanitation systems aligned with industry's best practices and regulatory standards
- Create and scale fermentation recipes using commercial-grade brewing and culinary tools.

Career Opportunities

Graduates of the Fermentation Science program are equipped for careers as brewers, distillers, winemakers, cellarmen, quality control technicians, beverage sales representatives, and warehouse or

packaging managers. Many pursue entrepreneurial ventures, launching breweries, wineries, distilleries, or culinary fermentation businesses.

With extensive hands-on experience and strong technical skills, graduates are prepared to thrive in production, management, and innovation roles across the fermentation industry.

Associate of Applied Science in Fermentation Science

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FERM-1001	Introduction to Fermentation	3.00
FERM-1301	Fermentation Microbiology	3.00
	Yeast, Water	
CHEM-1102	Chemistry I	4.00
FERM-1003	Safety & Sanitation in Fermentation	2.00
FERM-2601	Fermentation Practicum I	4.00
	Semester Total	17.00

Course No.	Spring 1	Credit Hours
FERM-1200	Sensory Analysis	3.00
FERM-1205	Ingredient Sourcing & Cost Control	3.00
MATH-1103	Applied Mathematics	3.00
ENGL-1510	English Composition I	4.00
FERM-2300	Beverage Calculations, Engineering	3.00
	Semester Total	16.00

Course No.	Autumn 2	Credit Hours
FERM-2001	Winemaking & Distillation	3.00
FERM-2206	Advanced Fermentation Practices	6.00
PSYC-1120	Organizational Behavior	3.00
FERM-2602	Fermentation Practicum II	2.00
MICS-1121	Microsoft Office	3.00
	Semester Total	17.00

Course No.	Spring 2	Credit Hours
FERM-2650	Fermentation Capstone	2.00
BUS-1100	Introduction to Entrepreneurship	3.00
COMM-1130	Speech	3.00
FERM-2402	Legal Issues in Fermentation	1.00
BUS-1110	Marketing	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	13.00

Total Credit Hours 63.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Film & Video Production

School of Workforce Development

Program

This two-year program prepares you for the field of film & video production and gives students the foundation to pursue work in a thriving industry. The Film & Video Production program includes courses in various film crew positions.

This intensive, hands-on program will give students experience in scriptwriting, directing, producing, cinematography, lighting, sound recording, editing, and film analysis, preparing them to step onto a film set or transfer into a four-year program.

Program Outcomes

- Demonstrate an introductory ability to analyze films and discuss their significance within the global conversation of media.
- Demonstrate the ability to develop and write formatted scripts for fictional and non-fiction stories.
- Demonstrate an introductory knowledge of how to manage preproduction, work with clients, cast actors, organize and manage sets, move a project through post production, and deliver a final product.
- Demonstrate an introductory knowledge of the positions on a film production, types of employment available, and the associated unions for workers.
- Demonstrate technical skills for usage and maintenance of entry-level equipment in camera, lighting, grip, field audio, and post-production departments.
- Demonstrate an introductory knowledge of small business ownership and management within the gig-based economy.

COMM-1130	Speech	3.00
FILM-2320	Producer's Workshop	3.00
Semester Total		17.00

Course No.	Spring 2	Credit Hours
FILM-2400	Film & Video Production IV	3.00
FILM-2651	Film & Video Capstone	4.00
BUS-1100	Introduction to Entrepreneurship	3.00
FILM-2410	Director's Workshop	3.00
GS-2010	Pathway to Prosperity II	1.00
Semester Total		14.00

Total Credit Hours 60.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Applied Science in Film & Video Production

Course No.	Autumn 1	Credit Hours
FILM-1111	Film & Video Production I	3.00
GS-1010	Pathway to Prosperity	1.00
FILM-1010	Editing I	3.00
ENGL-1510	English Composition I	4.00
FILM-1130	History of World Cinema	3.00
Semester Total		14.00

Course No.	Spring 1	Credit Hours
FILM-1122	Film & Video Production II	3.00
THEA-1102	Acting I	3.00
FILM-1210	Documentary & Non-Fiction Film	3.00
MATH-1103	Applied Mathematics	3.00
FILM-1220	Narrative Screenwriting	3.00
Semester Total		15.00

Course No.	Autumn 2	Credit Hours
FILM-2300	Film & Video Production III	3.00
FILM-2600	Film & Video Practicum	2.00
FILM-2310	Editing II	3.00
PSYC-1101	General Psychology	3.00

Heavy Equipment Management

School of Workforce Development

Program

The Heavy Equipment Management program provides practical academic and hands-on experience for developing multiple skill sets utilized in industries using heavy machinery. These skills help individuals interested in entering the various industries that use heavy equipment to build, maintain, and advance communities and infrastructure. This program allows students to become proficient in operating machines such as a bulldozer, tracked excavator, backhoe, road grader, skid steer, vibratory compactor, wheel loader, and off road dump truck. The hands-on training emphasizes safety and includes maintenance procedures, pre-start checks, shut down procedures and optical or laser grade checking instruments.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Technical Study in Heavy Equipment Management:

- Identify construction site and heavy equipment safety hazards and the proper use and maintenance of protective personal equipment;
- Perform pre-start and shut-down walk around and inspection procedures and secure equipment for proper parking, loading, and transportation;
- Read blueprints and topographical maps, operate laser leveling devices, and calculate slope percentages;
- Digitally display, store, and retrieve data related to site plan calculations and maintenance records;
- Perform basic welding functions, basic hydraulic system analysis, and small engine and mechanical repairs as needed;
- Communicate with co-workers, supervisors, and the public in a professional and responsible manner;
- Calculate slope ratios and percentages, grade and elevation, bench height, and cubic foot material and load amounts;
- Operates heavy equipment efficiently, responsibly, and safely;
- Practice land management awareness principles such as positive drainage, fertilization, water quality, and soil pH; and,
- Construct and perform maintenance on state and national forest trails, work on a variety of construction projects (residential and commercial).

Career Opportunities

The Heavy Equipment Management program prepares graduates for occupations in commercial and residential construction and extraction work, highway construction and maintenance work, pipelines, landfills, landscaping, environmental restoration, commercial trucking, and heavy equipment maintenance.

- Construction and extraction work
- Highway maintenance
- Pipelines
- Landfills
- State and national forest trail maintenance and construction
- Landscaping
- Environmental restoration
- Equipment sales and service

- Environmental testing
- Consulting
- Equipment rentals
- Equipment transportation
- Site development
- Agricultural land clearing and drainage

Associate of Technical Study in Heavy Equipment Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CM-1001	Construction Safety OSHA	2.00
ERT-1101	Equipment Operations I	6.00
ENGL-1510	English Composition I	4.00
ERT-1110	Construction Basics	3.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
ENVS-1101	Environmental Science	3.00
WELD-1121	Introduction to Welding	3.00
ERT-1100	Surveying Concepts and Blueprint Reading	2.00
MATH-1103	Applied Mathematics	3.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	17.00

Course No.	Summer 2	Credit Hours
ERT-1102	Equipment Operations II	6.00
ERT-1107	Heavy Equipment Maintenance & Repair I	3.00
ERT-2600	Heavy Equipment Maintenance & Repair Practicum (SL)	3.00
	Semester Total	12.00

Course No.	Autumn 2	Credit Hours
ERT-2650	Heavy Equipment Capstone	11.00
GS-2010	Pathway to Prosperity II	1.00
CM-1107	Forklift & Scissor Lift Operations	3.00
or		
ERT-1177	Commercial Driver License	5.00
	Semester Total	15.00 - 17.00

Total Credit Hours **60.00-62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Hospitality & Events Management

School of Workforce Development

Program

The Hospitality and Events Management program offers immersive educational experience, equipping students with the skills and knowledge necessary for dynamic careers in hotels, resorts, event venues, convention centers, and other tourism-related businesses. Whether you're a recent high school graduate or a seasoned professional seeking career advancement, our program is tailored to meet your individual goals and set you on a path to success in the global hospitality and events industry. Program highlights include:

- **Hands-On Learning Facilities:** Gain experience at real-world learning labs like The Lodge at Hocking College and Rhapsody Music and Dining, both owned and operated by the College.
- **Industry-Recognized Certifications:** Earn credentials such as ServSafe Food Protection Manager Certification and Hospitality Supervision Certification to boost your marketability.
- **Cooperative Work Experiences and Internships:** Build your resume with real-world experiences at premier employers like Walt Disney World, Hyatt, Marriott, The Greenbrier, and Sandals Resorts.
- **International Study Abroad Opportunities:** Travel and learn through our Culinary and Hospitality Study Abroad Program, featuring immersive experiences in global hospitality hotspots like Italy.
- **Career Services and Job Placement Support:** Access personalized career coaching, resume and interview prep, and free professional attire through our Career Closet and support network.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Hospitality & Events Management:

- Apply food safety and sanitation protocols in event and hospitality settings, including certification through the National Restaurant Association's ServSafe Exam.
- Demonstrate financial and analytical skills relevant to managing hospitality businesses and planning events.
- Communicate effectively with clients, vendors, teams, and stakeholders in both hospitality and event environments.
- Manage key functions of hospitality and events, including planning, accounting, human resources, marketing, and operations.
- Utilize industry-standard technology, including Point of Sale systems and event reservation systems.

Career Opportunities

Graduates of the Hospitality and Events Management program are well-prepared for exciting careers as event coordinators, hotel front office managers, conference services managers, catering and banquet supervisors, guest services supervisors, sales and marketing assistants for hospitality venues, and management trainees in hotel, resort, or cruise line operations.

Our graduates are employed by nationally recognized hotels, event production companies, resorts, restaurants, convention centers, private clubs, and destination event firms.

Associate of Applied Business in Hospitality & Events Management

Course No.	Autumn 1	Credit Hours
CULA-1201	Catering Banquet Lab I	3.00
GS-1010	Pathway to Prosperity	1.00
CULA-1101	Introduction to Baking & Culinary Industry	3.00
CULA-1109	Safety & Sanitation	1.00
ENGL-1510	English Composition I	4.00
MATH-1103	Applied Mathematics	3.00
SUPR-1117	Hospitality Supervision	2.00
	Semester Total	17.00

Course No.	Spring 1	Credit Hours
CULA-2240	Table Service (SL)	1.00
COMM-1130	Speech	3.00
CULA-1126	Planning & Purchasing	2.00
HOTR-2170	Hospitality Sales & Marketing	2.00
HOTR-1233	Food & Beverage Planning & Cost Controls	2.00
HOTR-2108	Hospitality Human Resources	2.00
MICS-1121	Microsoft Office	3.00
	Semester Total	15.00

Course No.	Autumn 2	Credit Hours
HOTR-2600	Hospitality Practicum Exp I	2.00
BUS-1200	Business Law	3.00
HOTR-2100	Housekeeping Management	3.00
ACC-1101	Financial Accounting I	3.00
HOTR-2110	Front Office Operations	3.00
	Semester Total	14.00

Course No.	Spring 2	Credit Hours
HOTR-2601	Hospitality Practicum Exp II	2.00
HOTR-1234	Managing Beverage Operations	2.00
PSYC-1120	Organizational Behavior	3.00
BIOS-1112	The Human Organism	4.00
GS-2010	Pathway to Prosperity II	1.00
HOTR-2650	Hospitality Management Development (Capstone)	3.00
	Semester Total	15.00

Total Credit Hours **61.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Music & Recording Industry

School of Workforce Development

Program

The Music and Recording Industry program is designed to equip students with the essential skills, knowledge, and hands-on experience needed for successful careers in the dynamic and ever-changing music industry. With concentrations in music production and the music business, the program also offers coursework in live sound, broadcasting, equipment maintenance, creative content production, and performance, ensuring students receive comprehensive and practical training.

Students begin the program with a series of core classes that provide a strong foundation for careers in commercial music. These core courses cover essential topics such as audio production, music industry fundamentals, music theory, multimedia, and music history. Following this, students can choose between two concentration areas: the music production track or the music industry track. For those wishing to gain expertise in both areas, there is the option to specialize in both.

Regardless of the path chosen, students are guaranteed an immersive, hands-on education that opens the door to a wide range of career opportunities in the music industry. The program is designed to cultivate both creative abilities and industry knowledge, ensuring that graduates are well-prepared for a variety of roles in the evolving music landscape.

Production Track

Students in the production track deepen their expertise by gaining hands-on experience in a professional studio environment, learning how to record, mix, and produce audio from a variety of sources. Hocking College stands out as one of Ohio's leading music production schools, offering state-of-the-art facilities located at Shaw Hall. The facilities include two advanced multitrack recording studios, a large live room, and several isolation booths to provide students with the ideal setting for developing their technical skills. Additionally, Shaw Hall features a Mac Lab equipped with industry-standard DAWs (Digital Audio Workstations) and cutting-edge software for recording, sequencing, and music production, ensuring students have access to the latest tools in the industry.

Industry Track

The industry track is designed for students seeking careers in the business and entrepreneurial side of the music and entertainment industry. This program offers a focused curriculum that blends real-world, hands-on training with industry-specific knowledge in areas such as music publishing, marketing and branding, artist management, concert and tour booking, and event production and promotion.

Students will learn how to navigate the evolving landscape of the modern music business, gaining practical skills in artist development, music licensing, digital distribution, merchandising, contract negotiation, and revenue strategies. Through hands-on projects and industry-relevant coursework, students will explore how to successfully manage and market artists, plan and execute live events, and oversee the operations of music-related ventures such as independent labels or management companies.

Graduates of this track will be prepared for a variety of roles including artist manager, booking agent, marketing coordinator, event producer, tour manager, publishing administrator, and other careers across the entertainment and media industries.

Private Music Lessons

Music & Recording Industry program students may take private music instruction. Lessons available include guitar, piano, voice, bass guitar, virtual instruments, and drums. Additionally, students may also participate in The Hocking College choir or band.

Internships and Capstone

All students in the Music & Recording Industry program complete a professional internship and a capstone project during their final term, providing a culminating experience that bridges classroom learning with real-world application. Faculty actively support students throughout this process—helping them identify internship opportunities, refine résumés, and navigate the job search within the music and entertainment industries.

The capstone experience consists of a series of collaborative, hands-on projects that synthesize the knowledge and skills students have developed throughout their time at Hocking College. Students from both the Production and Music Industry tracks come together to execute real-world projects—such as recording, marketing, and releasing a digital EP for an emerging artist—mirroring the collaborative nature of the professional music industry. This final term prepares students for a seamless transition into the workforce, equipped with portfolio-ready work and practical industry experience.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Music & Recording Industry:

Production Track

- Create pre-production strategies (including microphone selection/placement, and choices regarding sound and talent isolation) in order to lead efficient professional recording sessions.
- Create organized sessions to capture and edit audio within Digital Audio Workstation (DAW) (Ex. Avid ProTools).
- Repair, mix, and enhance audio using industry standard hardware and software to create finished commercial quality content.
- Demonstrate skills needed to reinforce (Front of House & Stage) and mix audio in live sound scenarios.
- Identify and develop artists' strengths to meet the needs of the recording industry
- Utilize tools and basic electrical schematic comprehension to diagnose and repair audio equipment.
- Create a marketable body of work in the form of a professional portfolio.

Industry Track

- Develop and maintain live appearance/performance strategies, associated negotiations, and contracts for a developing artist.
- Manage artist publishing, licensing, and royalties associated with intellectual property.
- Market, promote, and merchandise music product through physical and digital channels, utilizing conventional and new media platforms and tools.
- Organize, budget, buy talent for, and promote live music events at various types of venues.

Workforce Development

- Identify and develop artists' strengths to meet the needs of the industry
- Create a marketable body of work in the form of a professional portfolio.

Career Opportunities

Graduates are employed as studio engineers, music producers, artist managers, record label personnel, concert promoters, tour crew, music publishers, booking agents, and musicians.

Associate of Applied Business in Music & Recording Industry

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
MUS-1122	Music Private Lesson-Bass I	1.00
or		
MUS-1132	Music Private Lesson-Guitar I	1.00
or		
MUS-1148	DJ Essential Skills	1.00
or		
MUS-1152	Music Private Lesson-Piano, Synth, Keyboard I	1.00
or		
MUS-1162	Music Private Lesson-Voice I	1.00
or		
MUS-2205	Virtual Instruments I	1.00
MUS-1130	Introduction to Digital Production	4.00
MUS-1145	Music Industry Fundamentals	3.00
ENGL-1510	English Composition I	4.00
MUS-1137	Foundations of Music Theory	3.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
MUS-1140	WLCI Radio Station	3.00
or		
MUS-2202	Live Sound Production	3.00
MUS-2122	Music Private Lesson-Bass II	1.00
or		
MUS-2132	Music Private Lesson-Guitar II	1.00
or		
MUS-2148	DJ Advanced Techniques	1.00
or		
MUS-2152	Music Private Lesson-Piano, Synth, Keyboard II	1.00
or		
MUS-2162	Music Private Lesson-Voice II	1.00
or		
MUS-2209	Virtual Instruments II	1.00
or		
MUS-1141	WLCI Radio II	1.00
MUS-1195	20th Century Music & Contemporary Genres	3.00
MUS-1146	Music Publishing	3.00
or		
MUS-1150	Recording & Mixing Concepts	4.00
MATH-1103	Applied Mathematics	3.00
MUS-1180	Multimedia in The Music Industry	3.00
	Semester Total	16.00 - 17.00

Course No.	Autumn 2	Credit Hours
COMM-1130	Speech	3.00
PSYC-1101	General Psychology	3.00
MUS-2114	Creative Mixing & Sequencing I	3.00
or		
MUS-2118	Booking I-Booking Agencies	3.00
MUS-2214	Creative Mixing & Sequencing II	3.00
or		
MUS-2218	Booking II-Event Promotion	3.00
MUS-1200	Production Maintenance	3.00
or		
MUS-2206	Music Marketing	3.00
	Semester Total	15.00

Course No.	Spring 2	Credit Hours
MUS-2650	Music Capstone	4.00
MUS-2296	Industry Internship Exp (SL)	2.00
MUS-2213	Audio Production Synthesis I	3.00
or		
MUS-2228	Music Business Synthesis I	3.00
ART-1110	Art Appreciation	3.00
GS-2010	Pathway to Prosperity II	1.00
MUS-2223	Audio Production Synthesis II	3.00
or		
MUS-2229	Music Business Synthesis II	3.00
	Semester Total	16.00
Total Credit Hours		63.00-64.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Sports Management

School of Workforce Development

Program

Hocking College's Sports Management program prepares students for many entry-level jobs in the sport and athletic industry including sports business, sports administration, sports marketing, sports communication, sports facilities management, and sports entertainment. The degree also serves as a pathway for students to continue their education to earn an advanced degree in Sports Management.

The curriculum focuses on preparing students to work in sports organizations at the local, collegiate, and professional levels. The program provides students with an education that features real-world amateur and professional sports experiences and interactions with professionals in the industry. In addition to business concepts and theories, students will learn new perspectives and skills in athlete, facilities, and project management, as well as problem-solving, leadership, and ethical decision-making.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking a degree in Associate of Applied Science in Sports Management:

- Demonstrate the ability to define, describe and explain basic concepts of sport management and leadership necessary for success in the sport management profession.
- Understand legal concepts within the sport workplace and evaluate the role of sport governance agencies, including their authority, organizational structure, and functions.
- Recognize diversity issues in sport management and explain that sport is influenced by cultural traditions, social values, and psycho-social experiences and demonstrate sensitivity to diversity issues in interacting with clients and customers.
- Apply fundamental marketing concepts and event management principles to the sports industry by developing a marketing plan specific to a product in the sports industry which demonstrates why budget, sales and finance is a critical component of all sport-related industries.
- Demonstrate the ability to network within the sporting world.
- Develop professional skills through classroom learning, collaborative work, and experiential learning through internships.
- Develop a diverse set of fundamental principles and skills, including skills in business, finance, sales, and marketing used for producing a sporting event from beginning to end.
- Analyze the advantages of sports analytics for both on-field performance and off-field business decisions and examining current research to encourage creative thought of future development.

Career Opportunities

According to the Bureau of Labor Statistics (BLS), there is a positive outlook for jobs with sports management degrees. The BLS predicts that job growth in sports management will grow faster than average for some areas of the field through 2028 because of expansion due to multi-billion dollar profits from the sports industry.

Associate of Applied Science in Sports Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
SPRT-2601	Sports Management Practicum I	1.00
SPRT-1100	Foundations of Sports Management	3.00
SPRT-1105	Fundamentals of Athletic Coaching & Leadership	3.00
EM-1135	Basic Life Support (CPR)/BFA	0.50
ENGL-1510	English Composition I	4.00
SPRT-1210	Sports, Wellness & Society	3.00
	Semester Total	15.50
Course No.	Spring 1	Credit Hours
SPRT-2602	Sports Management Practicum II	1.00
SPRT-1200	Intro to Sports Performance Measurement & Analytics	3.00
MATH-1113 or MATH-2250	College Algebra	4.00
PSYC-1120	Introductory Statistics	4.00
SPRT-1220	Organizational Behavior	3.00
	Sports Sales, Ticketing Operations & Promotions	3.00
SPRT-1230	Sport Marketing & Communications	3.00
	Semester Total	17.00
Course No.	Autumn 2	Credit Hours
BUS-1100	Introduction to Entrepreneurship	3.00
BUS-1210	Social Media Marketing	3.00
COMM-1130	Speech	3.00
MICS-1121	Microsoft Office	3.00
SPRT-2100	Facilities & Event Management	3.00
	Semester Total	15.00
Course No.	Spring 2	Credit Hours
SPRT-2651	Sports Events & Community Development (Capstone)	4.00
HUM-2203	Introduction to Ethics	3.00
SPRT-2115	Athletic Coaching Methods	3.00
DT-1102	Basic Nutrition	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	14.00
	Total Credit Hours	61.50

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Water & Wastewater Management

School of Workforce Development

Program

The Water & Wastewater Management program will prepare students to become water and wastewater operators while also providing online continuing educational opportunities for current operators.

Program Outcomes

Calculate water/wastewater flow rates, storage, detention times, volumes, hydraulics, chemical dosages, and electrical applications.

- Examine and compare federal and state laws and regulations that are applicable to the water/wastewater industry.
- Assess and apply health, safety, emergency planning, and security practices and procedures to evaluate specific working environments within the water/wastewater treatment fields.
- Demonstrate skill in water/wastewater sampling and analysis techniques.
- Analyze and evaluate a variety of water/wastewater treatment processes as well as applicable operation, maintenance, and laboratory procedures.
- Explain a variety of distribution and collection system designs, operations and maintenance.
- Apply the scientific principles behind water resources management to the design of water/wastewater treatment strategies.

Career Opportunities

Water/wastewater operators, drinking water operators, wastewater operators, water distribution operators, wastewater collections operators, laboratory technicians, treatment plant managers.

Course No.	Summer 2	Credit Hours
WWM-2600	Water/Wastewater Practicum	1.00
	Semester Total	1.00

Course No.	Autumn 2	Credit Hours
WWM-2100	Water Reuse	3.00
WWM-2180	Water/Wastewater Microorganisms	3.00
COMM-1130	Speech	3.00
WWM-1251	Math & Chemistry Applications for Operators	4.00
WWM-2210	Water Distribution	3.00
	Semester Total	16.00

Course No.	Spring 2	Credit Hours
WWM-2120	Wastewater Collection	3.00
WWM-2151	Industrial Waste Treatment	3.00
GS-2010	Pathway to Prosperity II	1.00
WWM-1120	Water/Wastewater Sampling & Analysis	2.00
WWM-2400	Wells & Reservoirs	2.00
WWM-2650	Water/Wastewater Utilities Management (Capstone/SL)	4.00
	Semester Total	15.00

Total Credit Hours 63.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Technical Study in Water & Wastewater Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
MATH-1103	Applied Mathematics	3.00
WWM-1430	Drinking Water Treatment	3.00
WWM-2231	Water Resource Management & Protection	3.00
WWM-1130	Stormwater Management	2.00
WWM-1200	Emerging Issues in Water & Wastewater	2.00
WWM-1270	Water/Wastewater Laws & Regulations	2.00
	Semester Total	16.00

Course No.	Spring 1	Credit Hours
ENGL-1510	English Composition I	4.00
WLM-2203	Environmental Ethics	3.00
WWM-1110	Water/Wastewater Health, Safety & Security	2.00
ENVS-1101	Environmental Science	3.00
WWM-1440	Wastewater Treatment	3.00
	Semester Total	15.00

Advanced Welding

School of Workforce Development

Program

A comprehensive, beginner-to-advanced training in welding using a variety of course and AWS certification models that will allow trainees to personalize their training. Courses include ARC, MIG, TIG, soldering, brazing, metallurgy fundamentals, structural stick welding, pipe welding and positioning, and high-pressure pipe and piping systems.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in the Advanced Welding Certificate program:

- Learning ARC, MIG, TIG, soldering, brazing, metallurgy fundamentals, structural stick welding, pipe welding and positioning.
- Learning high-pressure pipe and piping systems.

Occupational Certificate in Advanced Welding

Course No.	Autumn 1	Credit Hours
WELD-1121	Introduction to Welding	3.00
WELD-2121	Intermediate Welding	2.00
WELD-2122	Advanced Welding	2.00
WELD-2123	Metals & Gasses	2.00
WELD-2124	Pipe Welding	6.00
WELD-2600	Welding Practicum	2.00
	Semester Total	17.00
	Total Credit Hours	17.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Title IV Certificates

EMT-Paramedic Certificate

School of Natural Resources & Public Safety

Program

EMT and paramedic classes follow the curriculum requirements established by the State of Ohio and CoAEMSP. Hocking College's EMT program provides a fully equipped medical lab that is like an emergency room. Students utilize multiple life like mannequins and act out medical & trauma scenarios to prepare them for the field. Students will complete in excess the mandated lab and field hours required by the State of Ohio and CoAEMSP. Students work with our partnered EMS stations and hospitals to complete their needed field hours. Students must take the national registry exam to be certified at the end of the program.

EM-1206	Paramedic Practicum IV	1.00
Semester Total		10.00
Course No.	Summer 2	Credit Hours
EM-2103	Paramedic V	4.50
EM-2104	Paramedic Practicum V	1.50
EM-2210	Paramedic VI-Capstone	4.50
EM-2212	Paramedic Practicum VI-Internship	1.50
Semester Total		12.00
Total Credit Hours		46.00

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the EMT and Paramedic Certificate:

- Provide emergency medical services working within the confines of EMT or paramedic certification;
- Maintain readiness of emergency equipment;
- Maintain facilities;
- Demonstrate public relations skills;
- Communicate with coworkers' supervisors and the public;
- Write reports; and,
- Practice human relation skills and maintain a code of ethics.

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Career Opportunities

To prepare students for entry level employment as an Emergency Medical Technician or Paramedic (Advanced Life Support).

Occupational Certificate in EMT-Paramedic

Course No.	Pre-Requisite	Credit Hours
EM-1104	EMT Basic I	3.00
EM-1107	EMT Lab I	0.50
EM-1112	EMT Practicum I	1.00
BIOS-1112	The Human Organism	4.00
EM-1115	EMT Basic II	3.00
EM-1118	EMT Lab II	0.50
EM-1119	EMT Practicum II	1.00
Semester Total		13.00

Course No.	Autumn 1	Credit Hours
EM-1113	Paramedic I	4.50
EM-1114	Paramedic Practicum I	1.00
EM-1116	Paramedic II	4.50
EM-1117	Paramedic Practicum II	1.00
Semester Total		11.00

Course No.	Spring 1	Credit Hours
EM-1200	Paramedic III	4.00
EM-1202	Paramedic Practicum III	1.00
EM-1204	Paramedic IV	4.00

Firefighter Certificate

School of Natural Resources & Public Safety

Program

The Firefighter I & II certification is an in-demand certificate program at Hocking College and can be earned in just 8 weeks! Our students apply direct, hands-on firefighting skills to live fire, develop communication skills, as well as developing decision-making skills in life like emergencies and learning to operate our fire trucks including our new engine. With our experienced certified instructors and hands-on practice our students are well prepared for the career they have chosen. The current need for Firefighter II's in the state of Ohio allows many of our students to leave our program with an opportunity to have a job shortly after school.

Interested in an associate degree also? After successfully completing Firefighter II certification, not only are you employable, but you have earned credit towards completing Hocking College's Fire & Emergency Services Associate Degree in only four more semesters.

Program Outcomes

The following outcomes are skills behaviors and attitudes cultivated in students seeking the Associates of Technical Studies in Fire & Emergency Services:

- Provide emergency fire services under the direct supervision of a fire officer;
- Provide emergency medical services working within the confines of EMT and or paramedic certification;
- Provide basic emergency rescue services;
- Provide emergency hazardous material services working within the confines of first responder hazardous material awareness and operation level;
- Maintain readiness of emergency equipment;
- Maintain facilities;
- Demonstrate public relations skills;
- Communicate with coworkers, supervisors, and the public;
- Write reports; and,
- Practice human relation skills and maintain a code of ethics.

Occupational Certificate in Firefighter

Course No.	Autumn 1	Credit Hours
FS-1114	Firefighter I & II	13.50
	Semester Total	13.50
	Total Credit Hours	13.50

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Title IV Certificates

Heavy Equipment Operator Certificate

School of Workforce Development

Program

The Heavy Equipment Operator Certificate provides training and experience in the operation of heavy equipment. In addition, the fundamentals of equipment maintenance and repair are also included.

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Various materials used in these industries and the formulas used to calculate the types and amounts needed of these items, as well as the terminology used to communicate efficiently with others in the workplace are also covered.

The hands-on training emphasizes safety and includes maintenance procedures, pre-start checks, shut down procedures, and optical or laser grade checking instruments.

These skills help individuals interested in entering the various industries that use heavy equipment to build, maintain, and advance communities and infrastructure.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Heavy Equipment Operator Certificate:

- Apply understanding of, and engage in, safety practices essential to the construction trades.
- Perform pre-start inspections and shut down procedures.
- Operate heavy equipment efficiently, responsibly, and safely, including loading and transportation.
- Inspect, diagnose, repair, and/or replace heavy equipment systems and subsystems.

Occupational Certificate in Heavy Equipment Operator

Course No.	Autumn 1	Credit Hours
ERT-1110	Construction Basics	3.00
CM-1001	Construction Safety Osha	2.00
	Semester Total	5.00

Course No.	Spring 1	Credit Hours
CM-1107	Forklift & Scissor Lift Operations	3.00
or		
ERT-1177	Commercial Driver License	5.00
WELD-1121	Introduction to Welding	3.00
	Semester Total	6.00 - 8.00

Course No.	Summer 2	Credit Hours
ERT-1101	Equipment Operations I	6.00
ERT-1102	Equipment Operations II	6.00
ERT-1107	Heavy Equipment Maintenance & Repair I	3.00
ERT-2600	Heavy Equipment Maintenance & Repair Practicum (SL)	3.00
	Semester Total	18.00
	Total Credit Hours	29.00-31.00

Ohio Peace Officer Basic Certificate

School of Natural Resources & Public Safety

Program

The Ohio Peace Officer Training Academy (O.P.O.T.A.) certification is one of the most popular Hocking College certificate programs and can be earned in just one semester. Join our graduates who earn O.P.O.T.A. certification and are immediately eligible for full-time employment.

Apply direct, hands-on practice in our unique classrooms, including our crime lab, firing range, and police cruiser. With experienced, certified instructors, and hands-on application, our students consistently achieve passing rates on the state-certified exam.

Interested in an associate degree? After successfully completing Ohio Peace Officer Training Academy certification, not only are you employable, but you have also earned credits toward completing Hocking College's Criminal Justice-Major in Law Enforcement associate degree in only three more semesters.

How about a bachelor's degree? After you earn your Criminal Justice-Major in Law Enforcement associate degree, you can continue your education in bachelor's degree programs through our articulation agreements with other colleges in Ohio, and across the country.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Ohio Peace Officer Basic Certificate:

- Students will learn about the crime lab, firing range, and police cruisers.

Occupational Certificate in Ohio Peace Officer Basic

Course No.	Autumn 1	Credit Hours
PSCI-2255	Peace Officer Basic Academy	18.00
	Semester Total	18.00
	Total Credit Hours	18.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Title IV Certificates

Timber Harvesting & Tree Care

School of Natural Resources & Public Safety

Program

The Timber Harvesting & Tree Care Certificate provides experience in basic climbing equipment and its proper use in tree forestry. General and site-specific forest management planning, silviculture, soils, indicator plant identification, production and cost analysis, physical training, tree felling, climbing, and bucking are included. Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws. Bulldozers, skidders, knuckleboom loaders, and log trucks are also introduced.

Students completing this certificate can work in a variety of fields, including forest or timber industry, land management, landscape management, forest management, urban tree management, park systems, government agencies, tree care companies, harvest operations and timber assessment.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Timber Harvesting & Tree Care Certificate:

- Experience in basic climbing equipment and its proper use in tree forestry.
- General and site-specific forest management planning, silviculture, soils, indicator plant identification, production, and cost analysis.
- Physical training, tree felling, climbing, and bucking are also included.

Career Opportunities

Students who complete the Timber Harvesting & Tree Care Certificate will be able to utilize their skills in the following positions:

- Logger/ Logging Contractor
- Arborist
- Urban Forester
- Grounds/Maintenance

Occupational Certificate in Timber Harvesting & Tree Care

Course No.	Autumn 1	Credit Hours
THTC-1101	Tree Care	3.00
FOR-1009	Dendrology I	2.00
FOR-1125	Forest Soils	2.00
FOR-1133	Forest Products Utilization	2.00
	Semester Total	9.00

Course No.	Spring 1	Credit Hours
THTC-1102	Timber Harvest	3.00
FOR-1010	Dendrology II	1.00
FOR-2119	Reforestation & Pesticide Applications	3.00
	Semester Total	7.00
	Total Credit Hours	16.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Commercial Driver License (CDL)

School of Workforce Development

Not eligible for Federal Financial Aid

Program

Hocking College Commercial Truck Driver Training School offers truck driver training in a variety of course models to fit any timeline. Training program courses vary in intensity and duration and can be utilized by new students, existing students, and corporate sponsors. Tuition includes drug screening, CDL permit, CDL test and license fees, and all necessary truck driver training materials and equipment.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in the Commercial Driver's License program:

- Training in a variety of course models to fit any timeline.
- Experience in long-haul driving and operating trucks with a gross vehicle weight (GVW) capacity - exceeding 26,000 pounds.

Career Opportunities

Driver of any vehicle requiring a CDL.

Occupational Certificate in Commercial Driver License

Course No.	Autumn 1	Credit Hours
CDL-1176	Commercial Driver Permit Preparation	1.00
CDL-1178	Commercial Driver's License Class A Prep	7.00
CDL-1180	CDL Industry Topics & Endorsements	3.00
CDL-2600	Commercial Driver's License Practicum	1.00
	Semester Total	12.00
	Total Credit Hours	12.00

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Course Descriptions

Accounting

ACC-1101 Financial Accounting I

3 Credits - Class 3

An introduction to the double entry system, the basic accounting cycle and general accounting procedures.

ACC-1102 Financial Accounting II

4 Credits - Class 3 Lab 2

Continuation of Financial Accounting I with an emphasis on corporate accounting procedures.

ACC-1103 Financial Accounting II

3 Credits - Class 3

Continuation of accounting with an emphasis on corporate organization and accounting procedures. Includes accounting for inventory, depreciation, bad debt and various topics such as corporation stocks, financial statements analysis and other corporate accounting procedures.

ACC-1105 Computerized Accounting

3 Credits - Class 3

Introduction to accounting software packages such as QuickBooks and Peachtree.

ACC-1120 Payroll Accounting

3 Credits - Class 3

Introduction to the principles and procedures of payroll record keeping and accounting.

ACC-2141 Taxation

3 Credits - Class 3

Examine federal income tax laws. Students will also prepare tax returns for individuals and businesses.

ACC-2201 Cost Accounting

3 Credits - Class 3

Examines manufacturing and other cost accounting activities including job order, cost systems, internal control, reporting and cost management.

ACC-2231 Intermediate Accounting

3 Credits - Class 3

In-depth examination of both financial statements and financial accounting theory.

ACC-2240 Managerial Accounting

3 Credits - Class 3

Introduction to the duties and scope of operations of auditing.

ACC-2600 Accounting Practicum

2 Credits - Class 2

Introduction to the actual field experience through placement in an accounting or related job setting. The student will be required to secure an approved position in an entry level situation and complete 125 hours of "hands on" practical experience utilizing previous classroom training.

ACC-2650 Auditing Capstone (SL)

3 Credits - Class 3

This service learning class is the capstone for the accounting program. Students will perform practice audits and will explore advanced auditing procedures.

Addiction Studies

ADDC-1286 Chemical Dependency Lab Orientation

3 Credits - Class 3

This course is designed to review information taught over the first year of study and build on that information to create a well-rounded clinician. Students learn to meet new clients, assess their immediate needs and concerns, develop a treatment plan for referrals with community outside agency linkage for support services, make informed choices and act in a professional/ethical manner to gather information necessary to the client's intake and continuing care process for the facility. Students will exhibit an informed understanding of dealing with crisis situations, assisting as part of a clinical team in client meetings and run groups.

ADDC-2213 Individual & Relational Counseling

3 Credits - Class 3

This course is designed to introduce students to evidence-based principles of effective treatment incorporating cognitive behavioral, rational emotive, humanistic, psychodynamic, motivational enhancement, harm reduction and other approaches to addiction treatment. Theories introduced and practiced in this course are designed for use in dealing with difficult issues and struggles that arise when working with individuals and those closest to them. Theories introduced and practiced in this course are based in the most current trends in individual and relational counseling used in mental health facilities today.

ADDC-2224 Multiculturalism & Prevention Issues

3 Credits - Class 3

This course is designed as an overview of cultural, social and ethical issues impacting substance use and dependence in the 21st century. Students will explore the diverse issues they will face as counselors through examination of specific issues that arise due to the diverse fabric of clients they will encounter and gain input on how to better deal with these culturally based difficulties. They will also examine the role that diversity plays in obstructing prevention and recovery efforts in today's society.

ADDC-2650 Chemical Dependency Capstone (SL)

3 Credits - Class 2 Lab 7

Part two of required student internship experience. To include practical learning experience on site, under direct supervision of site and academic supervisor.

Advanced Energy

AE-2101 Solar Photovoltaic Systems I

4 Credits - Class 3 Lab 2

An introduction to solar photovoltaic systems and components. Includes an overview of solar energy theory, issues in selecting an installation site and a study of the components that make up a solar electricity generating system.

AE-2102 Solar Photovoltaic Systems II

5 Credits - Class 4 Lab 2

A continuing study of solar photovoltaic systems and components. Includes the mechanical and electrical design concerns of installing a solar electricity generating system, permits and regulations concerning solar pv system installation and an analysis of the economics of solar projects. Solar certifications and career options are also covered.

AE-2650 Alternative Energy Capstone

4 Credits - Class 2 Lab 4

Application of the testing and evaluation of alternative energy systems for their predicted vs. actual operational energy output, complimented

Course Descriptions

by the analysis of their true economic viability. Career building and job search skills also included.

Agroecology

AG-1000 Introduction to Agroecology

1 Credit - Class 1

This introductory course is a field trip that will showcase the interdisciplinary nature of Agroecology.

AG-1100 Introduction to Agroecology

0.5 Credit - Lab 1

This introductory course is a field trip that will showcase the interdisciplinary nature of Agroecology.

AG-1230 Indoor Crop Production I

1.5 Credits - Class 1 Lab 1

Learn to design, build and manage climate modifying structures to increase and diversify crop productivity, lengthen growing seasons, and create new market opportunities.

AG-1231 Indoor Crop Production I

2 Credits - Class 2

Learn to design, build and manage climate modifying structures to increase and diversify crop productivity, lengthen growing seasons, and create new market opportunities.

AG-1241 Outdoor Crop Production I

2 Credits - Class 2

Survey past and present farming. Learn techniques for sustainable farming. Hands on projects for cover crops, no till agriculture, market gardening, composting and management.

AG-1350 Agroecology Entrepreneurship

3 Credits - Class 3

Explore the opportunities in agricultural entrepreneurship. Evaluate market potential, assess opportunities and threats and create a viable farm/agriculture business plan to present to potential funders, partners, and staff.

AG-2111 Perennial Agriculture

2 Credits - Class 2 Learn diversity of crops.

Through afforestation, bring trees back onto farms and responsible forest management to create a sustainable future.

AG-2121 Agroforestry

2 Credits - Class 2

AG-2160 Animal Husbandry

3 Credits - Class 1.5 Lab 3

Comprehensively explore animal husbandry, from species and breed selection to hands on lessons in fence building, feeding, processing and more. Learn the fundamentals of various animals, their role in an integrated farm, and how to profitably manage and market sustainably raised livestock.

AG-2161 Livestock Management

2 Credits - Class 1 Lab 2

Explore animal husbandry from species and breed selection to hands on fence building, feeding and processing. Learn to profitably manage and market sustainably raised livestock.

AG-2171 Livestock Management II

2 Credits - Class 1 Lab 2

Learn the appropriate infrastructure for each livestock species as well as different management techniques and develop grazing plans.

AG-2185 Sustainable Resource Area Management

3 Credits - Class 1 Lab 4

Master planning of natural/cultural resource areas. Acquisition, boundaries, resource inventories, planning of access ways. Lab portion of this course consists of planning exercises in the field.

AG-2220 Farm to Table (SL)

2 Credits - Class 2

Efficiently handle, price and market products to the consumer. Highlights tips and tricks for improving market presence and increasing sales to restaurants/small retailers.

AG-2229 Indoor Crop Production II

2 Credits - Class 2

Evaluate market opportunities and design, build and manage structures to fill specialty niches. Take an in-depth, hands-on look at starting plants indoors, growing greens year round, mushroom cultivation, and specialty crops.

AG-2230 Indoor Crop Production II

1.5 Credits - Class 1 Lab 1

Evaluate market opportunities and design, build and manage structures to fill specialty niches. Take an in-depth, hands-on look at starting plants indoors, growing greens year round, mushroom cultivation, and specialty crops.

AG-2241 Outdoor Crop Production II

2 Credits - Class 2

Learn to manage soil, water, and land over time to create a farm ecosystem. Hands-on experience at a variety of farms combined with experience in the student garden, provide real life experience in sustainable agriculture.

AG-2271 Integrated Pest Management

1 Credit - Class 1

Explores overuse of pesticides and builds skills to implement an Integrated Pest Management (IPM) strategy. Building soil and plant health.

AG-2650 Agroecology Capstone

3 Credits - Class 3

The capstone class will put everything learned thus far to the test as students, propose, develop, and implement a real life agroecology project. Work with real clients to help them improve their agroecology operations, as you build a portfolio piece, and gain valuable work experience. Along the way learn valuable business skills to help you move forward in life.

Animal Assisted Therapy

AATH-1102 Animal Grooming & Styling I

3 Credits - Class 2 Lab 2

Focus on basic health, Zoonosis and safety for canine and felines. Preventive health, vaccines, skin and common illness in canine and felines. Basic grooming equipment and restraint. Basic anatomy as related to grooming and identifying coats and common breeds. Preparation and maintenance grooming, bathing and drying techniques as well as breed identification for non-sporting, sporting, and terrier groups.

AATH-1110 Animal Assisted Therapy for Diverse Populations & Settings

3 Credits - Class 3

Discover the therapeutic tools that can assist people from many different backgrounds restore and enrich their life. Examine the differences between Animal Assisted Activities (AAA), service animals, and Animal Assisted Therapy (AAT). This course will examine the

Course Descriptions

possibilities and showcase the possible outcomes for clients suffering from emotional disabilities, physical, cognitive disabilities.

AATH-1200 Animal Anatomy & Physiology

3 Credits - Class 3

This course is a study of the anatomical and physiological systems of animals that may be encountered by the veterinary assistant. The course is taught from a comparative anatomy perspective noting differences between species while emphasizing clinical use. Major organ systems are described as well as their function and location through appropriate terminology. This course will cover the following systems: skeletal, nervous, integument, special senses, cardiac, respiratory, immune, alimentary, endocrine, urinary, and reproduction.

AATH-1201 Animal Grooming & Styling II

3 Credits - Class 2 Lab 2

Emphasis on introduction to grooming equipment and handling of sporting dogs, long legged terriers, and short-legged terriers. Following the completion of the course students should be prepared to complete the Master Certified Groomer Exam from the NDGAA.

AATH-1202 Pet Boarding, Health & Emergency Care

2 Credits - Class 2

Students will learn and practice pet CPR using the American Red Cross standards as well as basic wound treatment. Boarding canines may seem easy but this course will help the student design a state of the art facility that follows the highest standards.

AATH-1312 Pet Nutrition & Canine Genetics

3 Credits - Class 3

This course reveals the nutritional requirements of dogs and cats with emphasis on client education and customer service. Students analyze pet foods, identify strengths and weaknesses of commercial diets and gain the basics of therapeutic nutrition.

AATH-1403 Professional Canine Trainer I

3 Credits - Class 3

Professional obedience and training will prepare students to begin their career of successful dog training. This course will inform trainers on proper canine communication and behavior modification. Canine personality types as well as breeds will be reviewed with an emphasis placed on how to use the personality to improve training efficiency. Students will also learn about basic puppy development and proper socialization. This course is designed to prepare students to become a Certified Professional Dog Trainer once 300 hours of training is achieved (requiring outside class time).

AATH-1405 Professional Canine Trainer II

3 Credits - Class 3

In this course students will be instructed in introductory dog obedience training and the practical application of training theories. They will train a dog to perform basic obedience exercises using different methods. We will develop a competence toward how to train a dog for the AKC Canine Good Citizen exam. We will discuss the use of hand signals and verbal commands. With a large emphasis on the WHY aspect to dogs training. Communication will be developed between dog handler with attention to evaluating the handler and dog team's development.

AATH-1416 Canine Scent Detection & SAR Training Techniques

2 Credits - Class 2

This hands-on course provides a comprehensive introduction to canine scent detection training and the techniques used in search and rescue (SAR) operations. Students will explore the science of canine olfaction, learn foundational scent detection training methods, and apply these skills through interactive, practical exercises with dogs. Topics include scent theory, scent cone dynamics, and the role of handler-dog communication. Discussions will cover real-world applications,

perational considerations, and ethical responsibilities in SAR deployments.

AATH-2102 Animal Grooming & Styling III

3 Credits - Class 2 Lab 2

This advanced course is a continuation of Grooming II, focusing on perfecting hands-on grooming skills and incorporating state-of-the-art resources, including textbooks and video materials from national Master Groomer experts. Certified Groomer Instructors provide individualized guidance to students as they groom live animal clients, teaching to the standards required for Grooming Certifications with the NDGAA. Classes are held at the Hocking College Grooming Facility, offering real-world experience with a diverse clientele of purebred and mixed-breed dogs. Students will refine their technical skills while developing high-quality business practices, time management, and effective client communication.

AATH-2110 Inclusive Leisure Learning

2 Credits - Class 2

This course will give students training techniques for canines to use in a myriad of therapy settings to promote inclusion of individuals with disabilities. Most important, all of the topics in the course will be discussed and applied to common situations within professional settings with examples around best practices.

AATH-2204 Assistance, Facility & Therapy Training

3 Credits - Class 3

This course focuses primarily on the relationship between dog and handler. The methods and techniques within this course work to build the bond between the handler and canine team. The course includes a review and training techniques on a wide spectrum of equipment and sequence training.

AATH-2205 Assistance & Service Dog Training I (SL)

2 Credits - Class 2

Service Dog training will include classroom and workshop instruction to provide a basic foundational training. Students will learn to evaluate needs of clients and develop strategies for canine training for individuals that do not have vision or hearing problems. The dogs will be trained to retrieve items and assist with basic needs on both sides of the client's body. This course will train service dogs and their handlers regarding five basic areas: alert, calm, detect, retrieve, and support.

AATH-2207 Dog Handler Training & Customer Service

3 Credits - Class 3

This course will demonstrate how to train handlers and their service dogs. This course will also emphasize customer service strategies to increase satisfaction through effective evaluation and discussion of customer's goals.

AATH-2209 Assistance & Service Dog Training II (SL)

2 Credits - Class 2

Service Dog training is a continuation on Service Dog I which will include classroom and workshop instruction to provide advanced training task in service work. Students will learn to evaluate needs of clients and develop strategies for canine training for individuals that do not have vision problems. The dogs will be trained to retrieve items and assist with advanced needs on both sides of the client's body. This course will train service dogs and their handlers in advanced service techniques.

AATH-2214 Canine Sports & Agility

3 Credits - Class 3

In this course students will be introduced to the sport of agility as well as other canine sports. It will focus on how sports can build canine and handler relationships as well as confidence in both. Students will learn the benefits of canine sports for individuals with disabilities to encourage engagement outside of the home with their canine partner.

Course Descriptions

AATH-2400 Canine Behavior Modification

2 Credits - Class 2

In this course students will be instructed in behavior modification techniques. They will learn the difference between prevention and management, modification of behavior problems and when to refer to a veterinary behaviorist (ACVB). They will also learn the difference between fear and aggression as well as how to identify the difference between fears and phobias.

AATH-2410 Canine Behavior Modification II

3 Credits - Class 3

In this course students will be instructed in behavior modification techniques. Students will learn the appropriate steps in conducting a behavior consultation. Important factors in determining positive and negative prognosis in behavior problems. Symptoms, causes, and treatment for behavior problems. The difference between management, reversal of behavior problems and when to refer to a veterinary behaviorist (ACVB). Different types of aggression. Prevention and management of aggression. Reversal and management of hierarchy. How to identify the difference between fears and phobias. How to accurately describe and assess canine body language. Techniques used in modifying separation anxiety, hyperactivity and other common behavior issues.

AATH-2650 Animal Assisted Therapy Assessment (Capstone)

1 Credit - Class 1

This course will reveal the true meaning of Animal Assisted Therapy by developing intake plans and responding to client needs. Best practices will be shared with a high level of student engagement surrounding therapy assessment. Students will learn how to spot trends in their client's needs and develop improved plans for increasing growth.

Archaeology

ARCH-2280 Cultural Anthropology

3 Credits - Class 3

Covers basic concepts of anthropology with primary attention on cultural anthropology. Focus will be on methodology, diversity, adaptation, kinship, gender, religion, and current issues in the field. Includes the following Success Skills: Demonstrates Community, Cultural, and Global Awareness.

Architecture & Mechanical Design

AMD-1101 Mechanical Design

5 Credits - Class 3 Lab 4

The course introduces new users to the SOLIDWORKS interface, SOLIDWORKS tools and basic modeling techniques. It provides students with a strong understanding of SOLIDWORKS and covers the creation of parts, assemblies and drawings. Every lesson and exercise in the course was created based on a real world project. Each of these projects have been broken down and developed into easy steps.

AMD-1107 Computer Aided Design

3 Credits - Class 2 Lab 2

AutoCAD provides complete instruction for mastering fundamental AutoCAD commands and drawing techniques. The course provides comprehensive coverage of AutoCAD 2D drafting and design. Topics are presented in an easy-to-understand sequence, building upon prior topic knowledge.

AMD-2202 Advanced Mechanical Design

4 Credits - Class 2 Lab 4

Engineering Analysis with SOLIDWORKS Simulation goes beyond the standard software manual. Its unique approach concurrently introduces students to the SOLIDWORKS Simulation software and the fundamentals of Finite Element Analysis (FEA) through hands-on exercises. A number of projects are presented using commonly used parts to illustrate the analysis features of SOLIDWORKS Simulation.

Art

ART-1110 Art Appreciation

3 Credits - Class 3

Art Appreciation is the study of the elements and principles of art, and a chance to explore forms of expression by various artists from a wide array of visual media. This is a broad survey course, intended to develop students understanding of the materials and techniques artists use as well as develop students critical thinking and visual interpretation skills.

ART-1111 Ceramic Studio I (3D)

4 Credits - Class 3 Lab 2 In this introduction to contemporary ceramic art, the elements and principles of design will be the backbone for the creation of vessels and sculptural forms. Students will construct functional vessels using basic hand building techniques, including pinch, slab and coil construction methods, as well as the skills required to fashion the form by throwing on the wheel.

ART-1114 Survey of Art History

3 Credits - Class 3 Covers art making from Ancient to Modern times with an emphasis on the development of Western art and its global influences.

Automotive Technology

AUTO-1018 Steering, Suspension & Brakes

4 Credits - Class 3 Lab 2 Provides students the opportunity to learn theory and practical skills necessary to service automobiles. The course is an introduction to the theory, diagnosis, service, and repair of automotive brake systems, steering and suspension systems, providing both lecture and practical lab experience suitable for the training of an automotive service technician.

AUTO-1101 Automotive Service Orientation

3 Credits - Class 2 Lab 2

This course is an introduction to the automotive repair industry including safety practices, shop equipment and tools, vehicle systems and subsystems, professional responsibilities, and automotive service and maintenance. Emphasis is on major components, basic systems, and their maintenance.

AUTO-1102 Internal Combustion Engine

3 Credits - Class 2 Lab 2

Introduces students to the principles and operation of internal combustion engines with an emphasis on both gasoline and diesel engine types. Students will learn the four-stroke engine cycle, identify various engine configurations, and develop skills in engine removal, disassembly, inspection, reassembly, and installation. The course also covers key engine support systems, including cooling and lubrication, with a focus on system function, diagnosis, and service procedures. Hands-on lab activities reinforce theoretical knowledge and prepare students for entry-level engine repair and maintenance tasks.

Course Descriptions

AUTO-1104 Automotive Drive Systems

5 Credits - Class 4 Lab 2

Provides comprehensive instruction in both automatic and manual drivetrain systems. Emphasis is placed on the diagnostic procedures and repair principles essential for automotive technicians. Students will develop both theoretical knowledge and practical skills through a combination of classroom instruction and hands-on lab experience.

AUTO-1110 Automotive Electricity

3 Credits - Class 2 Lab 2

This course covers the basic aspects of electrical circuits and components used in vehicular applications.

AUTO-2018 Automotive Steering Suspension & Brakes

5 Credits - Class 4 Lab 2

Service, removal and replacement of steering suspension and brake systems.

AUTO-2100 Automotive HVAC

3 Credits - Class 2 Lab 2

Equips students with the knowledge and skills to service and repair automotive climate control systems. Learn to diagnose problems, recharge systems, troubleshoot electrical components, and practice using recycling equipment in compliance with environmental regulations. This course prepares you for and helps you obtain the essential EPA 608 certification.

AUTO-2102 Introduction to Automotive Diagnostics

4 Credits - Class 3 Lab 2

Provides students with technology specific training in a combination of classroom and lab settings for entry-level jobs in the field of automotive repair. Topics discussed in class include automotive electrical systems repair, heating and air conditioning repair, and engine performance and repair.

AUTO-2110 Automotive Electrical Systems

4 Credits - Class 3 Lab 2

Equips students with the technical knowledge and skills needed to diagnose, service, and repair electrical systems on today's vehicles. Learn the theory and practical applications of DC electricity, master the safe use of essential tools, develop the skills to troubleshoot electrical problems, use multimeters, test components, interpret wiring diagrams, and perform repairs with confidence.

AUTO-2202 Advanced Diagnostics

4 Credits - Class 3 Lab 2

This course builds upon the theoretical and practical skills introduced in AUTO-2101, providing additional diagnostic and repair experience for students. Emphasis is placed on advanced diagnostic procedures related to engine performance and drivability concerns. Students will interpret fuel trim data, identify root causes of system faults, and implement effective repairs using industry-standard tools such as scan tools, oscilloscopes, digital multimeters, and test lights. The course also covers onboard diagnostic systems (OBD I and II), monitor strategies, and introduces emissions-related diagnostics in the context of overall vehicle performance.

AUTO-2600 Automotive Practicum

2 Credits - Class 1 Lab 7

Provides second year students with hands-on experience as entry-level technicians in the automotive industry. Students will complete 120 contact hours at an approved repair facility, coordinated with Hocking College faculty and the Automotive Program Director.

AUTO-2650 Automotive Capstone (SL)

5 Credits - Class 4 Lab 2

This capstone course provides students with hands-on experience in a simulated commercial automotive repair environment. Students apply

skills gained throughout the Automotive Technology program, including service writing, estimating, parts ordering, inventory management, customer service, diagnostics, and vehicle repair. The course emphasizes real-world application and professional readiness.

Biological Sciences

BIOS-1101 Environmental Science

3 Credits - Class 3

Introduces environmental science and demonstrates how scientific principles and methods are applied nationally and globally in managing the earth's ecosystems, emphasizing concepts and principles that apply to both natural and built environments.

BIOS-1112 The Human Organism

4 Credits - Class 3 Lab 2

Introductory human anatomy emphasizing understanding structural levels of the body from molecules to organ systems. The organization of each body system is covered. Course sequence is designed to include terminology necessary for explanation of critical concepts - metabolism, homeostasis, and inheritance. Laboratories enhance lecture coverage of major concepts.

BIOS-1113 Anatomy & Physiology I

4 Credits - Class 3 Lab 2

The course is the first course in a two-semester sequence in which human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Anatomy & Physiology I includes: basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; and special senses.

BIOS-1114 Anatomy & Physiology II

4 Credits - Class 3 Lab 2

Anatomy & Physiology II is a continuation of Anatomy & Physiology I and includes: the endocrine system, the cardiovascular system, the lymphatic system and immunity; the respiratory system; the digestive system, metabolism, the urinary system; fluid/electrolyte and acid/base balance; and the reproductive systems.

BIOS-1119 Botany

3 Credits - Class 2 Lab 2

An introductory study of taxonomy as well as a review of structural and functional adaptations of major plant phyla, protista and fungi.

BIOS-1121 Biology I

4 Credits - Class 3 Lab 2

Overview of basic biological principles common to all organisms including requirements for the basic components of life, evolution of life on earth, cellular structure and function, and reproduction and growth of organisms.

BIOS-1122 Biology II

4 Credits - Class 3 Lab 3

Continues the overview of basic biological principles begun in Biology 1. Concepts covered include energetics of organisms and populations, genetics, systematics and evolutionary relationships of various plant and animal groups, and biological diversity.

BIOS-1163 Wild Edible Plants & Mycology

1 Credit - Lab 2

Studies native edibles and fungus/mushrooms plants for food, emergency first aid and shelters.

Course Descriptions

BIOS-1171 Zoology

3 Credits - Class 2 Lab 2

An introductory zoology course with emphasis on taxonomy and structural and functional adaptations of major animal phyla.

BIOS-2135 Human Diseases

3 Credits - Class 3

This is an online course that focuses on common human health alteration. The etiology, clinical manifestation, common diagnostic procedures and treatments of common health alteration are explored. Predisposing factors and prevention measures are discussed.

BIOS-2154 Massage A&P Integration

4 Credits - Class 4

Designed to re-examine, organize, clarify, highlight and integrate the information acquired from all of the previous anatomy & physiology courses, including Kinesiology & Myology, and Pathology. Emphasis will be on the salient concepts and areas most pertinent for clinical practice and licensing exams.

BIOS-2201 Advanced Anatomy

3 Credits - Class 2 Lab 2

Study of the anatomy of the musculoskeletal, circulatory, and nervous systems with primary focus on the musculoskeletal system, concentrating on, but not limited to, muscle attachments, innervations, and actions. The laboratory component includes the study of human cadavers.

Business

BUS-1000A Business Consulting Team A

0.5 Credit - Class 0.5

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

BUS-1000B Business Consulting Team B

0.5 Credit - Class 0.5

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

BUS-1000C Business Consulting Team C

0.5 Credit - Class 0.5

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

BUS-1000D Business Consulting Team D

0.5 Credit - Class 0.5

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

BUS-1100 Introduction to Entrepreneurship

3 Credits - Class 3

This class explores the principles of operating a small business in the United States. Students will learn topics such as advertising, purchasing, security, facilities and finances.

BUS-1102 Introduction to Management

3 Credits - Class 3

Introduction to management theory and practice. Students will examine current trends in management, leadership and motivation.

BUS-1110 Marketing

3 Credits - Class 3

Introduction to the fundamentals of marketing. Students will learn product, pricing, promotion, market research and distribution.

BUS-1112 Sales Management

3 Credits - Class 3

A study of planning, organizing, staffing, directing, and controlling of the sales force in developing an effective sales team. Topics also include ethics, motivation, leadership, training, compensation, and performance evaluations.

BUS-1200 Business Law

3 Credits - Class 3

The legal environment within which business must operate. Students will explore U.S. civil law, the courts, dispute resolution and case law.

BUS-1210 Social Media Marketing

3 Credits - Class 3

Social Media enables individuals to create, collaborate, and share information with others. Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology, such as Facebook, Twitter, blogs, and wikis. Those who complete this course will know how to use social media productively and have a framework for understanding and evaluating new tools and platforms.

BUS-1300 Operations Management

3 Credits - Class 3

Operations management involves the synchronization of business processes to optimize performance. Students will analyze key operational dimensions such as capacity management, cycle time management, supply chain and logistics management, and quality management.

BUS-1320 Logistics

3 Credits - Class 3

Problems encountered by manufacturer in establishing and maintaining effective distribution system, concentrating on channel design and strategies.

BUS-1330 Introduction to Six Sigma

3 Credits - Class 3

BUS-2100 Consumer Behavior

3 Credits - Class 3

A comprehensive study of behavioral models and concepts designed to help understand, evaluate, and predict consumer behavior. Deepens a student's knowledge about consumer psychology and applies the knowledge from the perspective of a marketing manager. Stresses analytical thinking about consumer psychology and prediction of how marketing tactics may influence demand for products and services.

BUS-2103 Lean Black Belt

3 Credits - Class 2 Lab 2

Lean Black Belt is a confirmation of your ability to manage improvement projects often spanning value streams made up of multiple departments and functions. Successfully working with a team of subject matters experts to apply Lean principles, tools and methods to solve problems, eliminate waste and constraints to flow, and improve processes. As a Black Belt you are also able to assist senior management in developing and implementing a highly-customized enterprise deployment of Lean.

BUS-2125 Finance

3 Credits - Class 3

Financial operations of small and multi-national businesses and investors.

Course Descriptions

BUS-2130 Sales (SL)

3 Credits - Class 3

This is a service-learning course that introduces students to the sales function of business with an emphasis on the sales profession relationships and the selling process.

BUS-2210 Human Resources Management

3 Credits - Class 3

Explore techniques of managing people, employment laws and regulations, employee relations, recruitment, payroll, benefits and organizational behavior.

BUS-2211 Talent Development

3 Credits - Class 3

BUS-2230 Advanced Selling

3 Credits - Class 3

This course is designed to assist the student in preparing successfully pursue a career in professional sales. Students will discuss and participate in advanced sales topics, including experiential exercises, live selling situations, utilization of current sales tracking applications/software.

BUS-2247 Business Excel

3 Credits - Class 3

Introduction to the use of Microsoft Excel for business and accounting applications. Students will utilize spreadsheets, databases, formulas, graphs and function.

BUS-2250 Negotiations

3 Credits - Class 3

Examines business negotiation principles and practices. Builds skills in the process of negotiating business agreements within and across organizations.

BUS-2260 Business Planning

3 Credits - Class 3

Functions necessary to develop and start a small business, culminating in the submission of a business prospectus by each student. This course is a capstone course for the business management and entrepreneurship associate degree program of the school of business.

BUS-2300 Marketing Research

3 Credits - Class 3

The broad objective of the course is to provide a fundamental understanding of marketing research methods employed by well-managed firms. We will cover the types of research design, techniques of data collection and data analysis. Emphasis will be on the interpretation and use of results rather than on the mathematical derivations. The course focuses on helping students recognize the role of systematic information gathering and analysis in making marketing decisions, and develop an appreciation for the potential contributions and limitations of marketing research data.

BUS-2600 Business Practicum

2 Credits - Class 2

This course includes a seminar, which prepares the student for the job search. Students will also complete a 120-hour internship outside the classroom.

BUS-2650 Business Planning (Capstone)

3 Credits - Class 3

Functions necessary to develop and start a small business culminating in the submission of a business prospectus. This is a capstone course.

Cabinetmaking & Millwork

CMCM-1100 Wood Technology

2 Credits - Lab 4

Students will explore the physical and mechanical properties of wood as they relate to the custom architectural millwork and cabinetmaking industries.

CMCM-1101 Tool Technology & Maintenance

2 Credits - Lab 4

Students will study a wide variety of traditional hand tools, portable power tools and stationary machinery common to the cabinetmaking fields while developing a thorough foundation of their set-up, use and maintenance.

CMCM-1103 Design & Drafting

3 Credits - Class 2 Lab 2

This class provides a survey of historical and contemporary design languages and standards and services as an introduction to computer aided drafting/modeling technologies.

CMCM-1105 Fundamentals of Joinery

3 Credits - Class 2 Lab 2

Students will learn standard joinery techniques relevant to the cabinetmaking and architectural millwork fields. Topics will include lumber and joinery selection, masking/measuring and layout, cutting and fitting.

CMCM-1206 Introduction to Wood Finishing

2 Credits - Class 1 Lab 2

This class serves as a basic introduction to wood coating products and finishing schedules as used in the cabinetmaking and millwork industry. Students will work to create finish samples throughout the duration of the course.

CMCM-1207 Production Technology & Project Management

2 Credits - Class 1 Lab 2

This class is designed to introduce students to basic shop practices and manufacturing technologies that aim to increase efficiency, productivity, spatial awareness and safety in modern cabinetmaking and millwork production facilities.

CMCM-1209 Casework

2 Credits - Class 1 Lab 2

This course will introduce students to a variety of standard case construction practices found in residential and commercial cabinetmaking.

CMCM-1210 Architectural Millwork

3 Credits - Class 2 Lab 2

Introduction to the design and production of a variety of standard interior and exterior millwork components. Examples: molding, windows, trim/casing, doors and flooring.

CMCM-1212 Doors & Drawers

2 Credits - Class 1 Lab 2

This class is second in a series of classes intended to introduce students to residential and commercial cabinetmaking. Emphasis will be placed on the principles and practices of door and drawer construction.

CMCM-2300 Turning, Carving, Veneering & Inlay

2 Credits - Class 1 Lab 2

General introduction to a number of additional skill sets relevant to the cabinetmaking and architectural millwork industries. Topics include turning, carving, veneering, inlay, etc.

Course Descriptions

CMCM-2301 Reproduction I: Selection & Milling

2 Credits - Class 1 Lab 2

Students will begin to explore freestanding cabinet forms with an emphasis on further refining joinery and construction practices. Working from a range of styles, students will create their own reproduction piece.

CMCM-2302 Reproduction II: Construction & Finishing

3 Credits - Class 2 Lab 2

Continuation of the project(s) started in Reproductions I. Emphasis will be on project completion and portfolio development.

CMCM-2303 Cabinetmaking I: Design & Project Management

3 Credits - Class 2 Lab 2

Students will begin to explore freestanding cabinet forms with an emphasis on further refining joinery and construction practices. Students will begin to work on either an original design or selected project.

CMCM-2307 Advanced Wood Finishing

2 Credits - Class 1 Lab 2

Students will learn to use and prepare complex finishing schedules that involve coloring, glazing and toning. Finish samples will be prepared throughout.

CMCM-2404 Cabinetmaking II: Construction & Finishing

2 Credits - Class 1 Lab 2

This class is a continuation of the project started in Cabinetmaking I Design & Project Management. Emphasis will be placed on project completion and portfolio development.

CMCM-2408 Introduction to CNC

1 Credit - Class 1

Students will expand their cabinetmaking and millworking skills using CNC technology to produce intricate designs in their finished wood products. Using the CNC, students will experience its usefulness in carving and creating complex inlay designs in wood products.

CMCM-2600 Sawmill Operations

2 Credits - Class 1 Lab 7

This summer course provides students with hands-on experience in running a sawmill operation. In this course, students will learn the process of taking wood from forest to finished product, operating multiple pieces of equipment and utilizing a variety of techniques to create value-added products in the wood sector.

CMCM-2650 Cabinetmaking Capstone

3 Credits - Class 2 Lab 2

Students will design, build, and finish a complete cabinetmaking project. This includes ordering materials, selecting equipment, designing and prototyping, building, finishing, and finally selling. This course will give students the experience of taking a cabinetmaking project from concept to completion.

CMCM-2651 Cabinetmaking Capstone Portfolio

3 Credits - Class 2 Lab 2

A culmination of two years of designing, building and selling various finished wood products, students will complete their portfolios and submit their work to the Program Manager and industry professionals who will evaluate their work and provide feedback.

Cannabis Laboratory

CANN-1101 Humans, Cannabis & The Forgotten History

3 Credits - Class 3

This course brings students rapidly up to speed with what our species has known, how we arrived in a prohibition era and how modern day

scientific analysis coupled with strategic political activism is breaking away at the taboos. A sociohistorical context necessary for a successful career in the legal cannabis industry. Lastly, we will introduce the main targets of contemporary cannabis analytic testing laboratories, providing an overview of basic laboratory equipment and processes as it related to roles of lab technician.

CANN-1106 Cannabis Supply Chain & Economics

3 Credits - Class 3

Provides lab technician students with a window into all cannabis business types. We discuss business models and key factors driving decisions and success of: cultivation, processing and manufacturing, distribution and transportation and dispensaries. Operational management, branding, product selection/design and financial planning will be discussed in detail.

CANN-1121 Instruments & Analysis I

4 Credits - Class 3 Lab 2

Overview of the instruments used in and analysis performed in an analytical laboratory. While emphasis will be placed on cannabis lab practices, concepts can be applied to any analytical lab setting.

CANN-2201 Industry Regulations & Compliance

3 Credits - Class 3

All relevant regulations from federal to local will be reviewed in detail. While other states are covered briefly, most focus will be directed on Ohio law, rules and regulations. As a cannabis lab technician, working with controlled substances day-to-day, there are very real risks to the entire business if rules are broken and corrective action not considered immediately after mistake is discovered. This course will introduce the very unique set of rules and regulations that fall on businesses that straddle the balance between state and federal laws.

CANN-2221 Instruments & Analysis II

4 Credits - Class 3 Lab 2

Following from Instruments & Analysis I, this course takes students to more advanced analysis, instruments and procedures found in a cannabis lab.

CANN-2600 Cannabis Laboratory Technician-Practicum

2 Credits - Class 1 Lab 7

Directed practicum in a cannabis related field to provide students an opportunity to apply learned concepts and practices in a work environment. Allows the participant to acquire on-the-job training. Familiarizes with the cooperating agency and its operation.

CANN-2650 Cannabis Laboratory Tech-Capstone (SL)

4 Credits - Class 3 Lab 2

Final research project chosen by student based on areas of focus that most interest them. Could be review article or lab based. The capstone class will put everything learned thus far to the test as students, propose, develop, and implement the research project proposal.

Chemistry

CHEM-1101 Fundamentals of Chemistry

4 Credits - Class 3 Lab 2

Atomic and molecular structure, periodic table and states of matter.

CHEM-1102 Chemistry I

4 Credits - Class 3 Lab 2

Chemical calculations, properties of liquids, solids and gases, water solutions, chemical equilibrium and acid/base chemical reactions.

Course Descriptions

CHEM-1131 Environmental Chemistry

3 Credits - Class 2 Lab 2

A general course in fundamental chemical principles, including inorganic, organic and environmental aspects. Problem solving, experimentation measurements, and application are explored.

Commercial Driving Licensure

CDL-1176 Commercial Driver Permit Preparation

1 Credit - Class 1

Prepares the student to sit for the written or digital commercial driver permit exam.

CDL-1178 Commercial Drivers License Class A Prep

7 Credits - Class 4 Lab 6

Prepares the student to sit for both the written and vehicle portions of Ohio's commercial driver license examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes "hands-on" experience in proper service, maintenance, operation and safety of a commercial vehicle. Equipment for testing and transportation to the testing site is provided.

CDL-1180 CDL Industry Topics & Endorsements

3 Credits - Class 3

Students will receive industry directed training including cargo management, driver daily logs, hours of service and CDL-A endorsement training.

CDL-2600 Commercial Drivers License Practicum

1 Credit - Lab 1

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours. MEETS OHIO BOARD OF REGENTS REQUIREMENTS FOR PRACTICUM HOURS.

CDL-8000 CDL B Ready to Work

0 Credit

THIS IS A NON CREDIT COURSE. CDL-B is a two week, non-credit Ready to Work program preparing students to successfully earn their Class B Commercial Driver's License.

Communications

COMM-1130 Speech

3 Credits - Class 3

Emphasizes communication process and extemporaneous speaking skills through informative, demonstrative and persuasive speeches. The student learns to analyze audiences, choose and narrow topics, develop content through library and other resources, use presentation aids, clearly organize speech material and effectively deliver finished speeches to a class audience.

Computer Science

CS-1140 UNIX/Linux

3 Credits - Class 2 Lab 2

This course introduces the fundamentals of the UNIX and Linux operating systems. It includes basics of the UNIX and Linux systems in conjunction with programming concepts, by covering utilities, master files, manage and query data, create shell scripts.

Construction Management

CM-1000 Construction Safety OSHA 30

3 Credits - Class 3

Introduction to basic principles and practices of safety in the construction industry. Includes common hazards associated with the construction industry, how to recognize and correct hazards, rights and responsibilities of both employers and employees, and consequences associated with failing to follow OSHA standards. Students who complete ALL 30 hours of this course may receive their 30 hour OSHA card for construction safety and health following assessment.

CM-1001 Construction Safety OSHA

2 Credits - Class 2

Includes common hazards associated with the construction industry, how to recognize and correct hazards, rights and responsibilities of both employers and employees, and consequences associated with failing to follow OSHA standards. Students who complete ALL 30 hours of this course may receive their 30 hour OSHA card for construction safety and health following assessment.

CM-1010 General Industry OSHA 30

2 Credits - Class 2

Introduction to basic principles and practices of safety in general industry settings. Topics covered include OSHA history, regulations, rights and responsibilities of employers and employees, common hazards, hazard recognitions and corrects, consequences associated with failing to follow standards. Students who complete ALL 30 hours of this course may receive their 30 hour OSHA card for construction safety and health following assessment.

CM-1107 Forklift & Scissor Lift Operations

3 Credits - Class 2 Lab 2

This course teaches Forklift and Scissor lift operation and through in-class testing and lab competency testing provides the student with a certification in Forklift and Scissor Lift Operation.

CM-2105 Project Management

3 Credits - Class 3

Examines the costs of labor, equipment and materials as well as bonds, insurance and quantity measurements for bidding electrical packages. Will also cover possible software applications if applicable.

CM-2109 Construction Materials Estimating

2 Credits - Class 2

Introduction to the basic processes and procedures of construction estimating and familiarity with specific estimating documents.

CM-2600 Construction Practicum I (SL)

2 Credits - Class 1 Lab 7

This course is open to Construction Management and Alternative Energy students. Construction Practicum is in the construction field, where students can apply previously learned concepts and methods in a construction project situation. It incorporates construction management techniques such as estimating, planning and coordination: in addition to practical on-the-job hands-on experience.

CM-2601 Construction Practicum II

2 Credits - Class 1 Lab 7

This course is open to Construction Management and Alternative Energy students. Construction Practicum is in the construction field, where students can apply previously learned concepts and methods in a construction project situation. It incorporates construction management techniques such as estimating, planning and coordination: in addition to practical on-the-job hands-on experience.

Course Descriptions

CM-2602 Construction Practicum III

2 Credits - Class 1 Lab 7

This course is open to Construction Management and Alternative Energy students. Construction Practicum is in the construction field, where students can apply previously learned concepts and methods in a construction project situation. It incorporates construction management techniques such as estimating, planning and coordination: in addition to practical on-the-job hands-on experience.

CM-8000 Tower Technician I

0 Credit

THIS IS A NON CREDIT COURSE. This is an 8 week, 250 clock hour non-credit course that prepares students for a career as a tower climber for the telecommunications industry.

Construction Management Carpentry

CMCP-1100 Basic Framing

6 Credits - Class 4 Lab 4

Introduction to carpentry trade, wood building materials, fasteners, adhesives, hand and power tools. Includes wood and lumber terms, calculating lumber and wood product quantities, portable power tools.

CMCP-1200 Internal/External Finishes

6 Credits - Class 4 Lab 4

Stairs, metal stud framing and drywall installation techniques. Includes finish stairs, stringers, metal studs, gypsum drywall, fire and sound rated walls, drywall patching and finishing.

CMCP-2300 Concrete & Rigging

6 Credits - Class 4 Lab 4

Introduction to basic rigging, including identification and inspection of common rigging hardware and equipment. Covers synthetic slings, wire rope, chains, shackles, eyebolts and hooks, as well as block and tackle, chain hoists, come-a-longs and jacks. Also an introduction to the properties, characteristics and uses of concrete, including estimated volumes, testing and curing methods.

CMCP-2650 Commercial Construction (Capstone)

6 Credits - Class 4 Lab 4

Principles, equipment and methods used to prepare, layout, design and build commercial level construction projects.

Construction Management Electrical

CMEL-1100 Electrical Trades

6 Credits - Class 4 Lab 4

Types and applications of conductors and proper wiring techniques common to commercial, industrial, and residential construction and maintenance. Includes electrical blueprints.

CMEL-1200 Residential Wiring

6 Credits - Class 4 Lab 4

Covers characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic, and electrical benders as well as continuation of the NEC.

CMEL-2300 Commercial Wiring Applications

6 Credits - Class 4 Lab 4

Covers characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic, and electrical benders as well as continuation of the NEC.

CMEL-2650 Advanced Electrical Topics (Capstone)

6 Credits - Class 4 Lab 4

Covers load calculations for residential, commercial, farming applications, lighting applications, installation and wiring, NEC installation requirements for electric generators and storage batteries, function and operation of basic electronic devices and numerous other advanced electrical topics.

Construction Management HVAC

CMHV-1100 Level 1-Basic HVAC

6 Credits - Class 5 Lab 3

Introduction to HVAC, trade mathematics, copper and plastic piping practices, soldering and brazing, ferrous metal piping practices, basic electricity, introduction to cooling, introduction to heating and air distribution systems.

CMHV-1200 Level 2-HVAC Intermediate

6 Credits - Class 5 Lab 3

Commercial airside systems, chimneys, vents and flues, introduction to hydronic systems, air quality equipment, leak detection, evacuation, recovery and charging, alternating current, basic electronics, introduction to control circuits, troubleshooting gas heating and cooling systems, basic installation and maintenance practices, sheet metal, fiberglass and flexible duct systems.

CMHV-2300 Level 3-HVAC Advanced

6 Credits - Class 5 Lab 3

Refrigerants and oils, compressors, metering devices, retail refrigeration systems, commercial hydronic systems, steam systems, planned maintenance, water treatment, troubleshooting electronic controls, oil heating, heat pumps and accessories.

CMHV-2400 Level 4-HVAC Advanced II Conservation

6 Credits - Class 5 Lab 3

Construction drawings and specifications, indoor air quality, energy conservation equipment, building management systems, water treatment, system startup and shutdown, heating and cooling system design and commercial and industrial refrigeration.

CMHV-8000 NATE Ready to Work

0 Credit - Class 2 Lab 4

THIS IS A NON CREDIT COURSE. The NATE Ready-to-Work program is a non-credit course designed to cultivate new technicians into the industry with the essential skills needed to start a career in HVAC. Topics include employability skills, HVACR applied math, building systems, basic hand and power tools, intro to HVAC systems and OSHA 10. NATE exam included.

Criminal Justice

CJ-1101 Criminal Justice Systems

3 Credits - Class 3

This course will discuss the history, development, and philosophy of law enforcement and introduction to criminal justice agencies. Essentially, this course is an overview of the criminal justice system in the United

Course Descriptions

States. For example, the text discusses the history, development and contemporary status of the police, the courts, and correctional agencies.

CJ-1103 Ethics in Criminal Justice

3 Credits - Class 3

This course is designed to provide students with an opportunity to integrate ethics in their understanding of criminal justice.

CJ-1121 Constitutional, Criminal & Civil Law

2 Credits - Class 2

Overview of the U.S. Constitution, the Bill of Rights, constitutional amendments and the Ohio Revised Code as they relate to law enforcement. Elements of offenses are identified and applied to hypothetical situations enabling the student to apply the law and determine appropriate charges. Also included will be an examination of the differences between criminal and civil law with an emphasis on how civil law affects law enforcement.

CJ-1130 Criminology

3 Credits - Class 3

Criminology is designed to explore crime, its context, and especially its causes. First a foundation will be provided concerning the basic concepts of crime, law, and criminology. Next, theories of crime causation will be explored. The etiology or causes of crime are at the heart of this course, with the theories acting as pillars in the class structure. Next, crime typologies will be examined, or the different kinds of crimes most prevalent in our society. Lastly, we will gain an overview of the criminal justice system itself. The intent of this format is to present a balanced perspective on the field of criminology for new students to the discipline. Attention will also be directed to assure inclusion of issues concerning race, gender, and class which are often overlooked.

CJ-1150 Juvenile Delinquency

3 Credits - Class 3

This course is designed to familiarize students with the problems encountered in the control of juvenile delinquency and the role of law enforcement in addressing the delinquency problem. The course of study includes causes of delinquency, prevention of delinquency and the roles governing the disposition of juveniles from intake to the final adjudication.

CJ-1163 Crisis Recognition & Referral

3 Credits - Class 3

Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur suddenly in the lives of people and identifies helping behaviors used until professional help is obtained or referral is completed. Various community resources are identified.

CJ-1164 Probation & Parole (SL)

3 Credits - Class 3

This course will be an introduction to probation, parole, and community corrections and the role they share with law enforcement. Probation and parole serve as an alternative sentencing option, and instead of these individuals being incarcerated, they remain in our communities and therefore will have a higher potential of coming in contact with law enforcement. The course will explore why these interactions are crucial to the success of the offender and how enforcement law should respond. Law enforcement plays a vital role in maintaining safe communities and working with these individuals on probation and parole will be a common occurrence. The service learning aspect will include community service during specific campus events.

CJ-1180 Crime Scene Investigations

3 Credits - Class 3

Scientific investigation of all types of crime including an in-depth study of homicide investigation both field and lab.

CJ-1190 Chemical Abuse & Dependency

3 Credits - Class 3

Drug and alcohol abuse is designed to provide an overview of a variety of topics pertinent to drug and alcohol use and abuse in the United States. Topics include: the effects of stimulants, depressants, and hallucinogens; identification of drugs and drug users; drug offenses; the history of drug laws; enforcement strategies; alcoholism, treatment and prevention methods.

CJ-2200 Incarceration Issues

3 Credits - Class 3

A study of correctional institutions, their history, function, sociology, programs, and effectiveness. Emphasis is on direct, practical observation, and learning experience through visitations, instructional materials and guest lectures.

CJ-2204 The Sexual Offender

3 Credits - Class 3

This course covers the etiology of both juvenile and adult sexual offending and the consequences to victims. An overview of normal sexual development and behavior will be presented in order to understand deviant sexual behavior. The juvenile offender who has been involved with sexual acting out, sexual abuse or sexual assault will be studied. Juvenile sexual offender cycle of abuse and risk assessment will be studied. The adult sexual offender will be addressed specifically in the areas of victim selection, typology, modus operandi, grooming, cycle of offending. The Sexual Offender Tier Registration in Ohio will be covered and issues of supervision, classification, treatment strategies and legal aspects are examined.

CJ-2207 Victimology

3 Credits - Class 3

Victimology is the social scientific study of criminal victimization. As a sub-field of criminology (the social scientific study of crime), it too seeks to explain crime, but though more focus on the victims of crime. This course will cover three general inter-related areas. One is research and theory on victimization. Here, you will learn about rates of victimization and how they differ according to social categories (race, ethnicity, age, class, gender.) theories that explain differential victimization (of individuals and social categories), and empirical tests of these theories. The second area is the consequences of victimization. Here you will learn mostly about the impact of criminal victimization (including economic). The third area is practical responses to victimization. Here you will learn about the history and development of the "victims' rights movement", as well as social policy and services aimed at restoring victims.

CJ-2225 Interview Techniques & Report Writing

3 Credits - Class 3

This course covers investigative report writing. A description of the philosophy of police report writing is provided along with the basics of investigation and the steps to take in initiating an investigation. Note taking, field notebook and the desired outcome of notetaking are reviewed. A framework for writing good investigative narratives and how to overcome spelling problems is provided. Who is involved in writing a report and the purpose of crime reports will be explored. The fundamentals of writing a search warrant and how to go about obtaining one is reviewed. Tactics and techniques for the task of interviewing and interrogation, including proper methods for gathering information to find the truth from known or unknown suspects, witness, victim or other persons involved are examined. Finally, a summary of some of the problems found in report writing and how to solve them will be covered.

Course Descriptions

CJ-2230 Criminal Procedure

3 Credits - Class 3

This course focuses on the structure of the federal and state court system and the study of court decisions. The course will help guide the conduct of law enforcement officials and in the process protect the rights of their constituency. Knowledge of criminal procedure and the understanding of how state (Ohio) and federal courts work is developed. A study of the rules of criminal procedures as they apply to criminal cases and how they affect the ability of the criminal justice practitioner to have the evidence he/she collects or prepares to present in court is emphasized.

CJ-2264 Justice Administration

3 Credits - Class 3

This seminar course is the capstone course for your criminal justice degree. The class provides an opportunity to "bring it all together" from other criminal justice classes. This class is not intended to impart additional information, but allows the student to put into practice (and sharpen) skills developed in other classes.

CJ-2650 Criminal Justice Capstone

3 Credits - Class 3

This course integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Program Director one semester before the desired practicum placement is required.

Culinary Arts

CULA-1101 Introduction to Baking & Culinary Industry

3 Credits - Class 2 Lab 3

Introduction into the baking and culinary industries including career opportunities, basic skills concepts, culinary terminology and techniques.

CULA-1106 Pastries, Cakes & Desserts

3 Credits - Class 1 Lab 4

An introduction to classical pastries and sugar work. The students prepare puff pastry products, choux paste products, and classical desserts and are introduced to advanced decorating techniques and edible display piece. Student will also concentrate on baking and decorating various types of cakes and tortes as well as the production of classical pastry pieces.

CULA-1109 Safety & Sanitation

1 Credit - Class 1

Introductory principles of sanitation and safety in the food service industry. Students develop a comprehensive sanitation and safety program that can be implemented in a food service establishment. Upon successfully passing a standard examination, students are certified by the Educational Foundation of the National Restaurant Association. Examination of HACCP standards at the level of industry administration and execution. Students will develop and implement strict HACCP operations within the programs many production concepts as they would apply to the food service industry.

CULA-1111 Stocks, Soups & Sauces

3 Credits - Class 1 Lab 4

Preparation of various foods utilized in commercial kitchens. Students will prepare stocks, soups, sauces, vegetables and farinaceous products.

CULA-1113 Fundamentals of Cuisine

3 Credits - Class 1 Lab 4

Fundamentals of meat, poultry and seafood cookery. Preparation of entrees cooked to order, accompaniments, garnishing, plate appearance and time management. The student will be introduced to

various levels of production from pantry through line production for breakfast, lunch, dinner, as well as banquet and party production standards. Topics include: cooking techniques, course development, production standards and techniques for pantry and line production.

CULA-1115 Baking Development: Breads & Pastries

3 Credits - Class 1 Lab 4

Bakery products, tools and equipment, weights and measures and the baking process. Preparation of yeast dough products and quick breads. An introduction to pastries and sugar. Students prepare puff pastry products, choux paste products, and classical desserts. Students are introduced to pastry decoration, pastillage, and pulled sugar. The role the pastry chef and bake shop management is reviewed.

CULA-1126 Planning & Purchasing

2 Credits - Class 2

An intensive study in the planning, utilization, pricing and integrating of a menu into a commercial food establishment. The menu concept as it relates to the entire operation is critically analyzed. Students will produce workable menus, as well as development of skills related to training in the art of table service. American, French and Russian service will be presented and practiced. Includes training in the areas of wine and beverage service, various food production techniques, marketing and promotion of food.

CULA-1132 Baking Production Lab Experience I

3 Credits - Class 1 Lab 6

Students are required to do 96 hours of production and a 1 hour weekly meeting with the instructor for orientation in the school-owned and operated The Inn at Hocking College kitchen. The course is designed to introduce students to a commercial bakeshop and to provide valuable hands on experience for the beginning baker.

CULA-1136 Yeast Dough Production

3 Credits - Class 1 Lab 4

The concentration is on this essential area of baking. This course provides detailed information on yeast fermentation, retarding, and gluten development. The student will produce a wide variety of yeast dough products.

CULA-1201 Catering Banquet Lab I

3 Credits - Class 1 Lab 6

Introduction to the kitchen environment through on-the-job training in various kitchen positions with the Inn at Hocking College. Hours include weekends, evenings, and holidays. Students will be assessed by oral or written presentation and onsite practical evaluation. The purpose of the assessment is to measure the learning goals, which include the student's reflection of the experience and the skills gained by participating in the operational kitchen setting as well as their participation in multiple service learning project activities.

CULA-2106 Meat/Poultry/Seafood Prod & Commissary

3 Credits - Class 1 Lab 4

An in depth study of various meats, poultry, and seafood used by the food service industry including identification, grading, yield, and portion control. Maximum utilization is stressed during cutting demonstrations. Students actually cut various products; work with production holding and HACCP standards for holding, issuing inventory and cost controls.

CULA-2117 Garde Manger

3 Credits - Class 1 Lab 5

Studies the creation of buffet table arrangements with an emphasis on the use of tools for non-edible center pieces and fresh fruit and vegetable carvings in the preparation of decorative table, platter, and plate arrangements.

Course Descriptions

CULA-2135 Petit Fours, Miniatures & Class Pastries

3 Credits - Class 1 Lab 4

The student will be able to prepare an assortment of traditional petit fours, meticulously prepared. The five categories based upon preparation methods, texture or principle ingredients - dry, fresh, iced, almond, glazed fruits, chocolates and truffles.

CULA-2150 Nutrition in Commercial Food Service Operations

3 Credits - Class 1 Lab 4

Provides an overview of the function of nutrients needed by humans to maintain health; sources of these nutrients and ways dietary habits affect health. Recommended changes in dietary patterns, food preparation, and menu planning principles will incorporate these nutrition recommendations. Menu planning for specified diets will also be reviewed.

CULA-2162 Candy & Confections

3 Credits - Class 1 Lab 4

A comprehensive study of candy making techniques with an emphasis on chocolate molding, dipping and enrobing, hard candies, marzipan work and specialty desserts.

CULA-2228 American & International Cuisine

3 Credits - Class 1 Lab 4

An introduction to various American cuisines. Volume food production of American regional Cuisines. Emphasizes plating, garnishing, and time management. The cuisines are studied and menus are planned, prepared and served. Utilizing various aspects of menu delivery. Equally then introduction to the various world cuisines prepared in the traditional manner. The student will study the concept of volume food, menus will be planned, prepared and served with emphasis placed on plating, garnishing and time management.

CULA-2240 Table Service (SL)

1 Credit - Lab 2

Hands on experience working front-of-house in the college-owned and operated fine dining restaurant, Rhapsody.

CULA-2600 Culinary Arts Lab II (Practicum)

4 Credits - Class 1 Lab 6

Assignment of specific work duties at the Rhapsody for an average of 12 hours per week. During the Semester, students are instructed in and will perform basic tasks associated with kitchen and dining room operations. Work days include mornings, afternoons, evenings, weekends and holidays.

CULA-2601 Baking Production Lab Experience II (Practicum)

3 Credits - Class 1 Lab 6

Supervision, production, organization, and advanced baking techniques. Students will log a total of 96 hours in a baking facility and one hour weekly with the instructor for orientation.

CULA-2650 Culinary Capstone Experience

3 Credits - Class 1 Lab 6

A final synthesis and evaluation course for the culinary student. Students practice and prepare for the culinary program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examination designed by the American Culinary Federation and intended to determine the student's ability to enter the hospitality industry in culinary arts.

CULA-2651 Baking Capstone Experience

3 Credits - Class 1 Lab 5

A final synthesis and evaluation course for the baking student. Students practice and prepare for the Baking program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examinations designed by the American

Culinary Federation and intended to determine the student's ability to enter the hospitality industry within the baking industry.

Cyber Security

CYBR-1100 Security Awareness

3 Credits - Class 2 Lab 2

This course is an introduction to current cybersecurity issues and trends in business and industry. Students install and configure software and tools used to ensure personal, Internet, mobile, and computer security.

CYBR-1200 Security+ Certification

3 Credits - Class 2 Lab 2

CompTIA Security+ prepares students with the knowledge of security concepts, tools, and procedures to react to security incidents, it ensures that security personnel are anticipating security risks and guarding against them.

CYBR-2100 Cyber Ethics & Cyber Law

3 Credits - Class 3

National and international policies and legal considerations related to cybersecurity are presented and discussed. Issues include personal privacy, intellectual property, cybercrime and cyberwarfare. Students are also exposed to other technology issues including interdisciplinary influences and concerns that must be addressed in developing or implementing effective national cybersecurity laws and policies.

CYBR-2101 Python Essentials (SL)

3 Credits - Class 2 Lab 2

This course covers all the basics of programming in Python, as well as general computer programming concepts and techniques. The course familiarizes the student with object-oriented approach and has a service learning component.

CYBR-2102 Cisco CCNA Security

3 Credits - Class 2 Lab 2

CCNA Security is designed to help students develop specialized security skills to advance their careers. The curriculum helps prepare students for entry-level security career opportunities.

CYBR-2200 Network Analysis

3 Credits - Class 2 Lab 2

In this course students utilize current packet sniffing and flow monitoring tools and applications to capture, log, process, analyze, and document network traffic and flows. Students develop skills in recognizing normal and abnormal traffic to identify attacks and security breaches.

CYBR-2201 Ethical Hacking

3 Credits - Class 2 Lab 2

A lab-intensive interactive environment providing opportunities for participants to scan, test, hack and secure their own systems. Participants will gain in-depth knowledge and practical experience with current essential security system and ethical hacking. This course prepares for the EC-Council Certified Ethical Hacker exam 312-50.

CYBR-2600 Cyber Security & Network Practicum

2 Credits - Class 1 Lab 7

Introduction to the actual field experience through placement in a networking/cyber security related job setting.

Course Descriptions

Dental Hygiene

DHYG-1000 Dental Hygiene Theory & Instrumentation

4 Credits - Class 2 Lab 6

Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. The dental hygienist in the dental health care system will emphasize the basic concepts of disease, prevention, and health promotion. Communication and behavior modification skills are presented to facilitate the role of the dental hygienist as an educator.

DHYG-1103 Dental Radiology

3 Credits - Class 2 Lab 2

Radiation physics, biology, hygiene, and safety theories with an emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria and other ancillary radiographic techniques.

DHYG-1106 Tooth Morphology

1 Credit - Class 1

The study of dental terminology, tooth morphology, and structures of the oral cavity. Aspects related to individual tooth characteristics in both primary and adult dentitions and root morphology, occlusion, and dental anomalies.

DHYG-1107 Embryology & Histology

1 Credit - Class 1

The histology and embryology of oral tissues with emphasis being placed on clinical considerations of orofacial development and anatomy relevant to the dental hygiene assessment and provision of care.

DHYG-1108 Oral Anatomy & Head/Neck Anatomy

2 Credits - Class 2

Identification and comprehensive understanding of gross anatomy of the head and neck. Including the detailed study of bones, muscles, vascular, nerves, glandular and lymphatic systems. Oral anatomy and terminology used to complete charting and diagnosis of diseases.

DHYG-1112 Dental Hygiene Concepts

1 Credit - Class 1

Building on concepts gained in previous courses relating to patient treatment. Concepts include: preparation and prevention of medical emergencies that may occur in the dental office and ethical principles of the dental hygienist.

DHYG-1113 Community Dentistry (SL)

2 Credits - Class 2

The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings.

DHYG-1114 Local Anesthesia/Pain Control

2 Credits - Class 1 Lab 2

This course will teach the basic concepts of anesthesia and pain control as they relate to patient management in the provision of comprehensive dental hygiene care. Lecture will focus on theory of pain control, selection of pain control modalities and implications of local anesthesia. Topics will utilize knowledge and review of Local and topical anesthesia physics, biology, hygiene, and safety theories with an emphasis on the fundamentals of administration techniques. Includes laboratory and clinical training in the administration of local anesthesia and other pain control treatment options.

DHYG-1115 Dental Materials

2 Credits - Class 1 Lab 2

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

DHYG-1200 Clinical Dental Hygiene I

4 Credits - Class 1 Lab 9

A health-related working -based didactic and hands-on experience that enables the student to apply specialized occupational theory, skills and concepts. Additional instruction on care for the medically and dentally compromised patient is given. Direct supervision is provided by dental hygiene clinical instructors and the supervising dentist.

DHYG-2102 Dental Pharmacology

2 Credits - Class 2

Introduction to classes of drugs and their uses, actions, interactions, side effects, contraindications, and systemic and oral manifestations with emphasis on dental applications. Includes discussion of methods of administration and elimination.

DHYG-2103 General & Oral Pathology

2 Credits - Class 2

This course is designed to provide the dental hygiene student with a broad understanding of the general principles of pathology and to relate these principles to the specific diseases that affect oral hard and soft tissues. The processes of inflammation, necrosis, retrograde changes, and wound healing are presented in addition to etiologies, diagnosis, treatment, and prognosis of oral lesions.

DHYG-2104 Periodontology I

2 Credits - Class 2

Fundamental information on periodontal anatomy, pathogenesis of periodontal disease, and an introduction to modern rational of periodontal therapy, including preventive, non-surgical and surgical methods.

DHYG-2105 Periodontology II

1 Credit - Class 1

Advanced information on periodontal anatomy, pathogenesis of periodontal disease, and an introduction to modern rational periodontal therapy, including preventive, non-surgical and surgical methods.

DHYG-2200 Clinical Dental Hygiene II

5 Credits - Class 1 Lab 12

A health related work-based didactic and hands-on experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical dental hygiene professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, and evaluation are the responsibility of the college faculty. Clinical experiences are unpaid learning experiences.

DHYG-2220 Clinical Dental Hygiene III

5 Credits - Class 1 Lab 12

A health-related work-based didactic and hands-on experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the dental hygiene clinical professional. Specific detailed learning objectives are developed for each course by faculty. On-site clinical instruction, supervision, and evaluation are the responsibility of the college faculty. Clinical experiences are unpaid learning experiences.

DHYG-2650 Dental Hygiene Capstone

1 Credit - Class 1

This course is a review for boards, an opportunity for guest speakers to aid in preparing students for employment, and students will give presentations on current dental hygiene concepts.

Course Descriptions

Dietetic

DT-1102 Basic Nutrition

3 Credits - Class 3

Effect of nutritional status on health, detailing specific nutrient requirements of human adults to maintain good health. Topics include nutrient sources and functions, energy needs, digestion and metabolism, basic food groups, dietary guidelines, cultural dietary habits, food and nutrition in the community and food additives.

Economics

ECON-1140 Principles of Microeconomics

3 Credits - Class 3

This course introduces students to the study of economics as it relates to human behavior and choices of small units such as individuals, firms, industries, and single markets.

ECON-2240 Principles of Macroeconomics

3 Credits - Class 3

This course introduces students to the study of economics in terms of whole systems and the interrelationship among sectors of the economy.

Ecotourism

ECO-1124 Rappelling & Vertical Rope Rescue

3 Credits - Class 3

Principles of rappelling. Examination of training exercises in rope rescue techniques. Rescue of persons injured. Emphasizes proper use, care and storage of safety equipment.

Education

ED-1100 Introduction to Education

3 Credits - Class 3

Overview of the profession of education and the role of the teacher. Students engage in a variety of experiences that broadly explore the purposes of schools in society and the knowledge, dispositions and performances required to be an effective teacher today. The course offers the historical foundations of education in American schools. Students are introduced to the major philosophies of education and their impact on and evidence in classrooms.

ED-1110 Beginning American Sign Language

3 Credits - Class 3

Provides a foundation for non-signers to study American Sign Language (ASL). Focuses on principles, methods and techniques for communicating with deaf individuals who use sign.

ED-1114 Community Health & Wellbeing

3 Credits - Class 3

Introduction to major issues affecting the health and safety of young children in early childhood settings. Policy considerations about pediatric medications, infections, disease control, sick child care, universal precautions and liability, and health record keeping will be discussed.

ED-1116 Creative Experiences in ECE

3 Credits - Class 3

Provides students with the opportunity to explore the creative process and learn about preparing, developing, implementing and evaluating curriculum in the areas of art, movement, music, language, literacy,

logic and dramatic play in preschool through 5th grade educational settings. Creative thinking and problem-solving is also discussed. Concepts of developmentally-appropriateness will be reinforced throughout all components of the course.

ED-1121 Emergent Reading & Literacy

3 Credits - Class 3

This course emphasizes the development of reading and literacy from a global view of language, thinking and learning, and explores a wide variety of children's literature and its application to curriculum.

Attention is given to methods and materials with emphasis on the use of literacy within the framework of age and individual appropriateness.

ED-2200 Guidance & Classroom Management

3 Credits - Class 3

Provides knowledge about young students' behavior, the functions and consequences of behavior, and the connections between child development, environmental factors and family diversity. Also prepares students to apply theories and principles of guidance and classroom management with respect to early childhood settings. Emphasis is on understanding strategies and methods to develop positive and supportive relationships with students in preschool through 5th grade settings.

ED-2201 ECE Math & Science

3 Credits - Class 3

Provides students with the opportunity to prepare, develop, implement and evaluate various learning methods and activities in math and science content areas for preschool through 5th grade students. Emphasis is on relevant and integrated methods of engaging students within science and math content areas.

ED-2220 Inclusive Practices in Education

3 Credits - Class 3

Provides a foundation of knowledge to the various areas of disability and education, including the foundations of special education; the Americans with Disabilities Act (ADA); the Individuals with Disabilities Education Act (IDEA); the 13 categories of disability defined by IDEA; Free and Appropriate Public (FAPE); Education Individualized Family Service Plan (IFSP); Individualized Education Plan (IEP); Section 504 Plans; Least Restrictive Environment (LRE) and Inclusion.

ED-2225 Integrated Curriculum in ECE

3 Credits - Class 3

Aims to introduce students to the concept of curriculum and specifically, integrated curriculum, in early childhood education. The course is designed to provide knowledge about the relationship among how young children learn, the interaction with their educational environment, and the integration of various components of curricula on learning and development of young children.

ED-2226 Family, School & Community (SL)

4 Credits - Class 4

Focuses on increasing awareness, sensitivity and understanding of children and families from diverse racial, ethnic, linguistic, religious, and family backgrounds. Emphasis is on the interrelated roles of home, school and community in meeting various needs and developmental domains. Students gain an understanding of structural systems and their impact on the educational experience. Implicit bias, ableism, anti-racist practices, and culturally relevant pedagogy are explored. Students discuss the role of advocacy and ethical principles related to supporting children and the education profession.

ED-2241 Observe & Record Behavior

4 Credits - Class 4

Prepares students to effectively and appropriately document children's cognitive and academic learning, as well as their social, emotional and physical development through a variety of methods. Through this

Course Descriptions

course, students will understand and practice using a variety of observational strategies, such as anecdotal records, checklists and rating scales, time and event sampling, and formal observation instruments.

ED-2600 Early Childhood Practicum I

2 Credits - Class 2

Designed to provide practicum experience for early childhood teacher education students to gain real-world experience in all classroom functions in an early childhood setting. This will involve active participation through the planning, guiding, teaching, and evaluating processes with a cooperating teacher(s) in a field placement.

ED-2650 Early Childhood Practicum II (Capstone)

3 Credits - Class 1

Provides practicum experience for students to gain real-world experience in all classroom functions in an early childhood setting. This will involve active participation through the planning, guiding, teaching, and evaluating processes with a cooperating teacher(s) in a field placement.

Electronics

EE-1126 Electricity

3 Credits - Class 2 Lab 2

This course will provide students with an understanding of AC and DC drives, including basic configuring, operating, maintaining and troubleshooting using HIM or HMI.

EE-1140 Programmable Logic Controllers (PLCs)

3 Credits - Class 2 Lab 2

This course will provide students with a broad and fundamental understanding of a Programmable Logic Controllers hands-on instruction and industrial type applications of PLCs requiring relay ladder logic control and a study of automated manufacturing and the functions of PLCs in an industrial environment will be provided.

Emergency Medical

EM-1104 EMT Basic I

3 Credits - Class 3

This course provides the introductory skills and knowledge for the EMT candidate to obtain certification as an Emergency Medical Technician in the State of Ohio.

EM-1107 EMT Lab I

0.5 Credit - Lab 1.5

This course provides the introductory skills and knowledge for the EMT candidate to obtain certification as an Emergency Medical Technician in the State of Ohio.

EM-1112 EMT Practicum I

1 Credit - Class 0.5 Lab 4

This course provides the hands-on experience required of the EMT candidate in a clinical and field environment.

EM-1113 Paramedic I

4.5 Credits - Class 3.5 Lab 2

This course provides the introductory knowledge and skills required to successfully complete the paramedic course and become certified in the State of Ohio.

EM-1114 Paramedic Practicum I

1 Credit - Class 0.5 Lab 4

This course provides hands-on experience for the paramedic candidate in a clinical and field environment.

EM-1115 EMT Basic II

3 Credits - Class 3

This course is the continuation of the skills and knowledge of EMT Basic I for the candidate to obtain certification as an Emergency Medical Technician in the State of Ohio.

EM-1116 Paramedic II

4.5 Credits - Class 3.5 Lab 2

This course provides the introductory knowledge and skills required to successfully complete the paramedic course and become certified in the State of Ohio.

EM-1117 Paramedic Practicum II

1 Credit - Class 0.5 Lab 4

This course provides hands-on experience for the paramedic candidate in a clinical and field environment.

EM-1118 EMT Lab II

0.5 Credit - Lab 1.5

This course provides the introductory skills and knowledge for the EMT candidate to obtain certification as an Emergency Medical Technician in the State of Ohio.

EM-1119 EMT Practicum II

1 Credit - Class 0.5 Lab 4

This course provides the hands-on experience required of the EMT candidate in a clinical and field environment.

EM-1135 Basic Life Support (CPR)/BFA

0.5 Credit - Lab 0.5

A practical course for Health Care Professionals in recognition of emergency care procedures for victims of cardiac arrest and respiratory emergencies as well as First Aid principles and practices. An American Safety & Health Institute Pro CPR and First Aid card will be issued upon successful completion of the course.

EM-1200 Paramedic III

4 Credits - Class 3.5 Lab 1.5

This course continues with the knowledge and skills required to successfully complete the paramedic course and become certified in the State of Ohio.

EM-1202 Paramedic Practicum III

1 Credit - Class 0.5 Lab 4

This course provides hands-on experience for the paramedic candidate in a clinical and field environment.

EM-1204 Paramedic IV

4 Credits - Class 3.5 Lab 1.5

This course continues with the knowledge and skills required to successfully complete the paramedic course and become certified in the State of Ohio.

EM-1206 Paramedic Practicum IV

1 Credit - Class 0.5 Lab 4

This course provides hands-on experience for the paramedic candidate in a clinical and field environment.

EM-2103 Paramedic V

4.5 Credits - Class 3.5 Lab 2

This course continues with the knowledge and skills required to successfully complete the paramedic course and become certified in the State of Ohio.

EM-2104 Paramedic Practicum V

1.5 Credits - Class 0.5 Lab 8

This course provides hands-on experience for the paramedic candidate in a clinical and field environment.

Course Descriptions

EM-2210 Paramedic VI-Capstone

4.5 Credits - Class 3.5 Lab 2

This course continues with the knowledge and skills for the paramedic candidate and prepares them for completion of the course and preparation for the National Registry of EMTs certification exam and State of Ohio certification.

EM-2212 Paramedic Practicum VI-Internship

1.5 Credits - Class 0.5 Lab 8

This course provides the opportunity to work in the pre-hospital field as a lead member of the EMS team. Demonstration of mastery of the skills and knowledge necessary to function as a paramedic will be assessed formatively.

Engineering

EGR-2010 Introduction to Pneumatic & Hydraulic Systems

3 Credits - Class 2 Lab 2

The course introduces the fundamental concepts and the working principle of the main hydraulic and pneumatic components. Complete hydraulic and pneumatic systems are studied including power sources, pump, compressors, lines, valve and actuators. Students will learn troubleshooting strategy, preventative maintenance and safety.

English

ENGL-1510 English Composition I

4 Credits - Class 4

In this course, students will develop writing skills through a total of 20 pages of medium-length writing assignments. Writing as a process will be stressed with emphasis on prewriting and revision. Students will be involved in in-class workshops and will confer individually with the instructor.

ENGL-2123 English Composition II-Contemporary Issues

3 Credits - Class 3

English Composition II continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. In this course the emphasis will be on academic and scholarly research as opposed to information widely available through internet search engines or commercial publications. Students will write essays of increasing complexity over the course of the semester, culminating with a documented research essay.

ENGL-2223 Business Writing

3 Credits - Class 3

This course will emphasize skills necessary to write effectively in an office in industry, business, government, and/or services. Basic principles and formats used in writing letters, memos, and research reports will be covered, and library methods and documentation style will be reviewed and practiced. Job search skills will also be reviewed and evaluated such as resumes and cover letters.

ENGL-2225 Technical Writing

3 Credits - Class 3

This course involves organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written documents. Assignments will include audience analysis, purpose, and format appropriate for letters, memos, reports, and other documents used in technical areas.

ENGL-2253 American Literature I

3 Credits - Class 3

This course is designed to introduce students to American literary history from a recognized period of commencement (1624) to the close

of the antebellum era of the mid-nineteenth century (1860). Students will consider historical events in light of their general impact on writers of the time and look at how those writers influenced political, social, and cultural developments. Important literary movements and a range of genres will be discussed and analyzed through a series of close readings and critical discussions. The class will also undertake a general but useful student of literary theory. The course may be organized either historically or thematically.

ENGL-2255 American Literature II

3 Credits - Class 3

A selection of important work is examined as students explore relationships between mid-nineteenth and twentieth century American literature to other related aspects of American life, specifically with regard to the subjects of philosophy, race, and modern culture. New England's Transcendentalist movement, existentialism, the Harlem Renaissance, the Beats and postmodern writing are discussed in detail.

Environmental Science

ENVS-1101 Environmental Science

3 Credits - Class 3

Introduces environmental science and demonstrates how scientific principles and methods are applied nationally and globally in managing the earth's ecosystems, emphasizing concepts and principles that apply to both natural and built environments.

ENVS-1132 Field Ecology

3 Credits - Lab 6

An immersive teaching of the ecological, biological and cultural factors related to field biology in site-based learning laboratories (Canada, Bahamas, etc.) through experiential hands-on training.

ENVS-1133 Canada Field Ecology

2 Credits - Lab 4

Biological sciences course covering aspects of field sampling, identification of organisms from and ecology of Northern Canadian ecosystems. Course covers field sampling techniques of both plants and animals and identification with dichotomous keys. Several habitats are studied so students can compare and contrast the ecology encompassed within Haliburton Forest in Northern Ontario. Class includes 4 weeks in Canada.

ENVS-1134 Field Biology I

1 Credit - Lab 2

Studies the identification of the spring flowering plants, life histories, habitat requirements, and field identifications of reptiles, aquatic insects, and amphibians, including an introduction to fresh water ecology.

ENVS-1135 Field Biology II

1 Credit - Lab 2

Studies the identification of the spring flowering plants, life histories, habitat requirements, and field identifications of reptiles, aquatic insects, and amphibians, including an introduction to fresh water ecology.

ENVS-1160 Watershed Assessment

2 Credits - Lab 4

This field-based course covers the sampling protocols developed by Ohio Environmental Protection Agency to assess the quality of surface waters within the state. Students complete all aspects of watershed monitoring including delineation, defining sampling objectives, design, and implementation, and data entry, analysis, and reporting.

Course Descriptions

ENVS-2217 Aquatic Ecology

3 Credits - Class 2 Lab 2

Covers aquatic ecosystems including lakes, rivers and wetlands; placing emphasis on hydrology, interrelationships and identification of major communities and community assessment.

ENVS-2650 Environmental Science Capstone

3 Credits - Class 1 Lab 4

A capstone course is designed to synthesize prior learning and integrate this synthesis with additional environmental management techniques. Students conduct a comprehensive environmental site survey on an assigned property using techniques and knowledge learned in previous classes, plus knowledge from other classes such as Dendrology, Field Biology, Mathematics and Communications. Additionally, students learn new environmental assessment skills, techniques and knowledge necessary to conduct a comprehensive report of site conditions. Each student collects, analyzes and synthesizes data into individual written and oral reports. Students are also required to read, interpret and synthesize information from technical and scientific literature.

Equine Assisted Services

EQAS-1000 Introduction to Equine Assisted Learning

3 Credits - Class 2 Lab 2

Explores the history of equine assisted activities, terminology, the typical models used to provide services for people with disabilities or challenges, the benefits of therapeutic riding and the standards and best practices that apply. Goal identification, task analysis and lesson objective will be examined.

EQAS-2101 Training the Service Horse

3 Credits - Class 2 Lab 2

Students will learn how to select, assess, prepare and train horses to work as therapeutic horsemanship mounts. Trained mounts may be available for established therapeutic riding centers.

EQAS-2111 Assisting With Therapeutic Riding I

3 Credits - Class 2 Lab 2

Students will role play in providing therapeutic horse unmounted activities. Will utilize peer teaching for various activities with the horses and will practice development of lesson plans for their students. Additional practices outside of regular class time will be required.

EQAS-2121 Assisting With Therapeutic Riding II

3 Credits - Class 2 Lab 2

Students will role play in providing therapeutic horseback riding lessons. Will explore components of equine assisted learning. Will work as leaders, side walkers and assistants. Students will utilize peer teaching for various riding activities with horses. Students will practice development of lesson plans for their students. Additional practice outside of regular class time will be required.

EQAS-2231 Assisting With Therapeutic Riding III

3 Credits - Class 2 Lab 2

Students will work under the instruction of CHA/PATH certified instructor. Will assist persons with disabilities learn about and ride horses. Additional documented volunteer hours are required at a certified therapeutic riding center. CHA Instructor of Riders with Disabilities (IRD) Assistant certification is earned upon completion.

Equine Science

EQSI-1019 Introduction to Horseshoeing

3 Credits - Class 2 Lab 2

Students will learn to maintain a balanced hoof during trimming.

EQSI-1021 Beginner Horseshoeing

3 Credits - Class 2 Lab 2

This class will cover gain analysis, shaping keg shoes and pulling clips.

EQSI-1102 Advanced Horse Handling

3 Credits - Class 2 Lab 2

Students will learn the theory and techniques needed to train a horse to be haltered, lead and desensitized to everyday stimuli.

EQSI-1104 Intro to Horse Handling & Management

3 Credits - Class 2 Lab 2

Introduces the basics of stable management including feeding, grooming, leading and handling of horses. Identification and care of tack related equipment. Management of horse operations.

EQSI-1109 Novice Horsemanship

3 Credits - Class 1 Lab 4

Development of confidence and skills needed in the basics of proper horse care and horsemanship to include: how to safely handle, groom, saddle and bridle and care for before and after riding the working trail horse. Riding instruction focuses on proper mounting, center balance and skills needed to ride in a wilderness trail setting. The rider must be able to mount and dismount unassisted, be capable of applying basic aids, is comfortable and in control at the walk, moderate length jog/trot.

EQSI-1112 Equine Health

3 Credits - Class 2 Lab 2

This class will cover equine diseases, parasites, herd management programs and first aid.

EQSI-1113 Equine Nutrition

2 Credits - Class 2

Covers feeds and feeding of the equine at all ages and levels of performance.

EQSI-1117 Intermediate Horsemanship

3 Credits - Class 1 Lab 4

Designed to advance previously learned skills in Novice Horsemanship and to polish riding skills needed to safely handle the horse in the arena and more difficult trail situations. A rider must demonstrate a firm seat, is confident and in control at all gaits (walk, jog/trot, short lope/canters).

EQSI-1120 Intermediate Equine Massage

3 Credits - Class 2 Lab 2

Students will gain a deeper understanding of the musculoskeletal system. Students will practice assessing and treating horses.

EQSI-1130 Farm Equipment & Maintenance

1 Credit - Lab 2

Safety maintenance and operation of tractors, light trucks, horse trailers, and many types of farm implements used in horse barn facilities.

EQSI-1132 Stable & Facility Management (SL)

3 Credits - Class 2 Lab 2

Practical experience in barn management involving operating farm machinery, facility upkeep, resource management, supervising workers and problems solving will be covered.

EQSI-1135 Forging I

3 Credits - Class 1 Lab 4

Basic forging skills will be covered.

Course Descriptions

EQSI-1160 Beginner Equine Massage

3 Credits - Class 2 Lab 2

Equine musculoskeletal anatomy will be introduced alongside basic massage techniques.

EQSI-1215 Intermediate Horseshoeing

3 Credits - Class 2 Lab 2

Students will be introduced to therapeutic shoes and common therapies.

EQSI-2161 Advanced Equine Massage & Aromatherapy

3 Credits - Class 2 Lab 2

Students will combine theory and technical skills in professional settings while incorporating aromatherapy on horses.

EQSI-2200 Horse Packing

3 Credits - Class 2 Lab 2

Basic skills in packing horses and mules and basic repair of harness and tack.

EQSI-2213 Foaling Management

2 Credits - Lab 4

Students will gain hands on experience in mare care, neonatal and post parturition care of horses.

EQSI-2215 Forging II

3 Credits - Class 1 Lab 3

Students will begin shoeing horses with handmade shoes and developing the shoe board for the AFA Farrier Certification.

EQSI-2216 Advanced Horseshoeing

3 Credits - Class 2 Lab 2

Students will demonstrate knowledge and skill to perform hoof care on a professional basis.

EQSI-2217 Equine Anatomy & Physiology

3 Credits - Class 2 Lab 2

The skeletal, muscular, respiratory, cardiovascular, digestive, urinary, nervous, endocrine, and reproductive systems are studied and cross referenced to determine soundness and conformation.

EQSI-2218 Reproductive Physiology

2 Credits - Class 2

This course will cover the reproductive anatomy and physiology of stallions and mares.

EQSI-2224 Equine Acupressure

3 Credits - Class 2 Lab 2

Students will be introduced to traditional Chinese medicine and equine meridians.

EQSI-2225 Advanced Horsemanship

3 Credits - Class 2 Lab 2

Students will work on improving equitation, style and understanding of the natural aids including refined transitions, schooling figures and lead with an emphasis on riding theory both in the arena and on the trail.

EQSI-2230 Team Driving

2 Credits - Lab 4

Introduces the basics of using horses and mules in harness, singularly and as a team. Training, handling and hitching of horses are included.

EQSI-2241 Colt Starting

3 Credits - Class 2 Lab 2

Students will learn the theory and practice associated with saddling a horse for the first time.

EQSI-2242 Equine Assessment

1 Credit - Class 1

Program learning outcomes will be assessed and program certifications will be administered.

EQSI-2252 Teaching Horsemanship

3 Credits - Class 3

The major objective of the course is safety. Good horse management, effective programming and creative teaching methods, which are appropriate for arena and trail work are stressed without sacrificing safety, skills or fun. Students are required to teach beginner lessons as a component of earning their riding instructor certification.

EQSI-2651 Colt Training (Capstone)

4 Credits - Class 2 Lab 4

Students will learn how to train and finish a horse in preparation for sale.

EQSI-2652 Horseshoeing Capstone

5 Credits - Class 2 Lab 6

Provides the student with the knowledge, skills and techniques of trimming and shoeing horses with common foot problems, including: founder, navicular syndrome, abscesses, and many other lameness.

EQSI-2655 Stable Management (Capstone)

4 Credits - Class 3 Lab 2

Students will develop knowledge and skills necessary to manage a small equine facility.

Equipment Operations

ERT-1100 Surveying Concepts and Blueprint Reading

2 Credits - Class 2

How maps and surveys are made and used, including how to plot traverses from field notes using heading and distances; how to gather surveying information; how to read and comprehend blueprints.

ERT-1101 Equipment Operations I

6 Credits - Class 4 Lab 4

Beginning level knowledge and skills with an emphasis on communication and safety in heavy equipment operation. Pre-start maintenance and service on each piece of equipment is outlined and practiced. Various dozer and excavator operations techniques will be introduced and performed. The functions and importance of the gauges, indicator lights, and safety warning devices will be explained and tested in the field.

ERT-1102 Equipment Operations II

6 Credits - Class 4 Lab 4

Recognition and assessment of overhead and underground hazards and the purpose of The Ohio Utilities Protection Service will be addresses. Instruction and demonstration in proper transmission use will be part of both classroom and field activities. Safe sloping and benching of excavations using OSHA standard guidelines will be covered in class and in the field. The practical benefits of team effort and cooperation will be explained and encouraged.

ERT-1103 Surveying Concepts & Blueprint Reading

3 Credits - Class 3

How maps and surveys are made and used, including how to plot traverses from field notes using heading and distances; how to gather surveying information; how to read and comprehend blueprints.

ERT-1107 Heavy Equipment Maintenance & Repair I

3 Credits - Class 2 Lab 2

Basic concepts of preventive maintenance, and minor repair procedures for heavy equipment are introduced. Provides hands-on

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experience in performing equipment repair in the field, including how to troubleshoot problems systematically. Inspection procedures of cooling and fuel systems are conducted. Covers the proper use of safety equipment and safety procedures in a shop atmosphere.

ERT-1110 Construction Basics

3 Credits - Class 2 Lab 2

Formulas and calculations needed most when working on site construction including calculations associated with moving equipment such as figuring grades, slopes, resistant and material weights.

ERT-1177 Commercial Driver License

5 Credits - Class 2 Lab 6

Prepares the student to sit for both the written and in vehicle portions of the commercial drivers license examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes "hands-on" experience in proper service, maintenance, operation and safety of a commercial vehicle.

ERT-2600 Heavy Equipment Maintenance & Repair Practicum (SL)

3 Credits - Class 2 Lab 2

Advanced use of heavy equipment shop tools and diagnostic equipment. Inspection of undercarriage, hydrostatic drive train components, cooling and climate control systems, air and hydraulic brake systems and electrical systems. Covers the proper use of safety procedures in a shop atmosphere.

ERT-2650 Heavy Equipment Capstone

11 Credits - Class 6 Lab 10

Capstone is a summatively assessed course focused on increasing student's skills and knowledge of the Heavy Equipment sector of the construction industry. Students will perform complex tasks utilizing a variety of equipment and practice that will improve productivity and machine performance, resulting in an understanding of project efficiency and safety. This course has established standards of performance supported by a carefully structured learning process that brings operators to a measurable proficiency in real world project scenarios.

Expanded Function Dental Auxiliary

EFDA-1100 Dental Terminology

1 Credit - Class 1

This course develops the principles of building a basic dental vocabulary that are practiced with an emphasis on prefixes, suffixes, and roots. Basic spelling and pronunciation rules are covered. Anatomical, physiological, and pathological terminology pertaining to selected body systems and oral anatomy are explored. Selected clinical procedures, laboratory tests and abbreviations are discussed.

EFDA-1101 Tooth Morphology for The Dental Assistant

1 Credit - Class 1

Designed to introduce the EFDA program applicant to specific morphology associated with reproducing proper dental anatomy and function during restorative dental procedures on the primary and permanent dentitions. Includes identification of all anatomical tooth structures, eruption schedule, and occlusion.

EFDA-1200 Expanded Function Dental Auxiliary Assistant I

6 Credits - Class 3 Lab 6

Designed to teach more extensively the concepts of dental materials and their use in restorative techniques, with particular focus on isolation, amalgam, bases, and liners.

EFDA-1300 Expanded Function Dental Auxiliary Assistant II

6 Credits - Class 3 Lab 4

Designed to teach more extensively the concepts of dental materials and their use in restorative techniques, with particular focus on glass ionomers and composite materials.

EFDA-2100 Directed Clinical Practice for Expanded Function Dental Auxiliary Assistant

1 Credit - Class 1

One hour of lecture, in conjunction with 80 hours of clinical experience (conducted under the direct supervision of the student's employer(s)). Under their employer(s) supervision, the student will provide restorative patient care as allowed by the State of Ohio. The lecture will have a particular focus on the ethical and legal responsibilities of the Ohio EFDA, along with review for the EFDA board examination.

Fashion Design & Retail Merchandising

FASH-1001 Fashion Fundamentals

3 Credits - Class 3

Introduction to the fundamentals of apparel product life cycles from concept to consumer. This course provides an introductory full scope view of the fashion industry.

FASH-1002 History of Fashion in Culture

3 Credits - Class 3

A historical survey of how culture, world events, and social mindsets influenced fashion adoption and evolution through the 20th century to the current time.

FASH-1112 Color Theory

3 Credits - Class 3

Explores the relationship of colors on a color wheel and the cultural, symbolic and psychological impacts of color usage.

FASH-1120 Draping

4 Credits - Class 4

Focuses on garment design through draping on a dress form using muslin. Students learn the basics of grain, line and silhouette to create slopers, designs and patterns from sketches.

FASH-1123 Sewing & Garment Construction

3 Credits - Class 2 Lab 2

This foundational course introduces an in-depth study of garment construction through both machine and hand sewing techniques. Introduction to the tools, machinery and processes used on both woven and knit apparel production.

FASH-1131 Fashion Analysis & Forecasting

3 Credits - Class 2 Lab 2

This course analyzes consumer motivation and buying behavior, target market research, competitive brand analysis, and future trend forecasting.

FASH-1141 Flat Pattern

3 Credits - Class 2 Lab 2

This course enables students to become industry proficient in flat pattern drafting for apparel product development, manufacturing, fit and alterations.

FASH-1142 Fashion Technology

3 Credits - Class 2 Lab 2

The course utilizes cutting-edge apparel industry programs for hands-on learning about the product development process from idea to production.

Course Descriptions

FASH-2100 Design & Illustration

3 Credits - Class 3

Provides the basis for understanding design principles and rendering as a visual communications tool for design and product development through both manual and digital techniques.

FASH-2102 Business of Fashion

3 Credits - Class 3

Explores the role of purchasing, merchandising, and planning through understanding the financial and mathematical responsibilities for the business of fashion with a focus on retail merchandising and supply chain management.

FASH-2104 Textiles

3 Credits - Class 2 Lab 2

Explores key components of apparel fibers and fabrications while highlighting techniques and processes for weaving, knitting, dyeing, screen printing and washing.

FASH-2113 Fashion Branding & Entrepreneurship (SL)

3 Credits - Class 3

This course will deliver a series of creative exercises to determine and deliver a branded message. Students will create a fashion business concept based on market opportunities that aligns with this branding to develop their entrepreneurial logic.

FASH-2230 Fashion Collection Lab I

2 Credits - Class 2

Integrates the research completed in Fashion Analysis & Forecasting with Branding & Entrepreneurial courses to launch the final creation of product and prototyping for students' personal brand.

FASH-2242 Fashion Collection Lab II

3 Credits - Class 2 Lab 2

Students will apply industry feedback from the culmination of Lab I. Upon completing revisions to product and brand direction, students will create final product samples.

FASH-2600 Fashion Industry Practicum

1 Credit - Class 1

Students will gain valuable knowledge and experience in their field of interest by participating in off-campus practicum.

FASH-2650 Fashion Portfolio (Capstone)

3 Credits - Class 3

This course will direct students in curating a body of work from project completed during their degree. Students will create a strong collection of work, demonstrating their individual key strengths.

Fermentation Science

FERM-1000 Basic Raw Materials & Origins

2 Credits - Class 2

An introduction to the agricultural growth and development of harvestable, finished fermentable grains, hops, fruit and food. The goals is to familiarize the student with where and how raw materials are produced and how this knowledge will help evaluate the quality of these materials.

FERM-1001 Introduction to Fermentation

3 Credits - Class 3

An introduction to the agricultural growth and development of harvestable, finished fermentable grains, hops, fruit and food. The goals is to familiarize the student with where and how raw materials are produced and how this knowledge will help evaluate the quality of these materials. History of brewing, process overview, introduction of raw ingredients will be covered.

FERM-1003 Safety & Sanitation in Fermentation

2 Credits - Class 2

Critical principles involved in safely operating and maintaining proper sanitation in a brewing, distilling, or fermenting facility. Emphasis is placed on the proper chemicals, their selection, handling and storage for sanitation control within the fermentation environment.

FERM-1200 Sensory Analysis

3 Credits - Class 3

Exposes the student to microbiology and laboratory practices in the brewing, distilling and culinary fermentation industries.

FERM-1205 Ingredient Sourcing & Cost Control

3 Credits - Class 2 Lab 2

Focus on how and where to source brewing ingredients, creating recipes and costs associated with production, packaging, distribution and product pricing.

FERM-1300 Fermentation Microbiology Yeast, Water

2 Credits - Class 2

Introduction to microbiology and laboratory practices in the brewing, winemaking, distilling and culinary fermentation industries. Emphasis is placed on yeast biology, fermentation and microorganisms in brewery, distillation and sanitation.

FERM-1301 Fermentation Microbiology Yeast, Water

3 Credits - Class 2 Lab 2

Introduction to microbiology and laboratory practices in the brewing, winemaking, distilling and culinary fermentation industries. Emphasis is placed on yeast biology, fermentation and microorganisms in brewery, distillation and sanitation.

FERM-2001 Winemaking & Distillation

3 Credits - Class 2 Lab 2

Covers the principles and production techniques involved in craft beverage production. Emphasis is placed on materials/processing, fermentation applications, distillation technology, sensory evaluation, quality control, engineering and craft viticulture & distillery management. Course will provide hands on experience, building upon the previous fundamentals.

FERM-2002 Viniculture Grape Growth & Physiology

3 Credits - Class 2 Lab 2

Wine is produced primarily from grapes. Viniculture refers to the science, study and production of grapes. Upon completion of this course, students will be able to identify planting procedures, pruning, cultivation, spraying techniques and harvesting equipment.

FERM-2003 Preparation of Fermentable Extract

3 Credits - Class 2 Lab 2

Distilled spirits can be fermented from a wide variety of sources. This course will follow the most common fermentable materials through the regular processing of the raw materials into a usable form.

FERM-2004 Traditional Enhanced Food Techniques

3 Credits - Class 2 Lab 2

Culinary fermentation derives from a wide variety of fermentable materials through the regular processing of the raw materials to their usable or cured form. Upon completion, students will be able to identify culinary forms of fermentation such as dough bread, cider, vinegar, tempeh, tofu, kimchi, cheese, yogurt, pickles and sauerkraut.

FERM-2101 Brewing Fermentation & Production (SL)

3 Credits - Class 2 Lab 2

Emphasizes the production of fermented products including ingredients, techniques, fermentation management, storage and sanitation. Upon course completion students will be able to utilize this knowledge to improve output efficiency and flavor.

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FERM-2102 Wine Production Principles

3 Credits - Class 2 Lab 2

Follows the basic steps and methodologies used for processing grapes into juice for the purpose of fermentation. The emphasis will be on the production of fermented products including grape destemming, crushing to juice, storage, fermentation tanks, beverage transferring and fermentation techniques, management, storage and sanitation.

FERM-2103 Fermentation, Distillation, Maturation

3 Credits - Class 2 Lab 2

Introduces students to the basic methodologies used in spirit distillation and fermentation. The emphasis will be on the production of fermented products including types of stills used in distillation, ingredients, techniques, fermentation management, storage and sanitation.

FERM-2104 Food Systems Chemistry

3 Credits - Class 2 Lab 2

Introduces methodologies used in a variety of culinary fermentation practices. The emphasis will be on the production of fermented products including ingredients, techniques, fermentation management, storage and sanitation.

FERM-2105 Fermentation, Distillation, Maturation with Certification

3 Credits - Class 2 Lab 2

Introduces students to the basic methodologies used in spirit distillation and fermentation. The emphasis will be on the production of fermented products including types of stills used in distillation, ingredients, techniques, fermentation management, storage and sanitation.

FERM-2201 Advanced Craft Brewing

3 Credits - Class 2 Lab 2

Covers the theory behind developing craft brewing recipes from scratch and how to master flavor targets when creating recipes. Topics include interpreting and analyzing test results, utilizing flavor analysis, developing techniques and equipment and how to better utilize this knowledge.

FERM-2202 Wine Styles & Blending

3 Credits - Class 2 Lab 2

Develops the student's understanding of craft wine product preparation. Topics include blending techniques, barrel and stainless steel fermentation and aging management, and the utilization of processing aides in order to produce a small batch of craft wine.

FERM-2203 Botanicals Workshop

3 Credits - Class 2 Lab 2

Develops the student's skills in craft spirit distillation and fermentation product preparation. Topics include recipe development from a variety of raw materials to the finished product and how to use a variety of botanical ingredients to add flavor by macerating or infusing flavors into the core distilled beverage. Students will produce a small batch of distilled spirits.

FERM-2204 Science of Food Fermentation

3 Credits - Class 2 Lab 2

Exposes students to a variety of raw materials and techniques in craft culinary fermentation product preparation. Topics include recipe development, basic sanitation and familiarity of equipment used in the production of small batches of culinary fermented foods.

FERM-2205 Wine Styles & Blending with Certification

3 Credits - Class 2 Lab 2

Develops the student's understanding of craft wine product preparation. Topics include blending techniques, barrel and stainless steel fermentation and aging management, and the utilization of processing aides in order to produce a small batch of craft wine.

FERM-2206 Advanced Fermentation Practices

6 Credits - Class 4 Lab 4

Covers the theory behind developing craft beverage recipes from scratch and how to master flavor targets when creating recipes. Topics include interpreting and analyzing test results, utilizing flavor analysis, developing techniques and equipment and how to better utilize this knowledge.

FERM-2220 Fermentation Startup/Entrepreneurship

3 Credits - Class 2 Lab 2

Provides the opportunity for students to demonstrate the practical knowledge gained from the Fermentation Sciences program and to apply that knowledge as they create a small startup business.

FERM-2300 Beverage Calculations, Engineering

3 Credits - Class 3

Covers thermal dynamics, flow dynamics, chemical engineering, mechanical engineering, specific brewing, distilling, winemaking and culinary fermentation equipment engineering and properties.

FERM-2301 Brewhouse Professional Practices

3 Credits - Class 2 Lab 2

Introduces students to advanced process techniques and technology. The class will also cover the testing techniques and mathematical calculations used in craft beer production.

FERM-2302 Enology Winemaking (SL)

3 Credits - Class 2 Lab 2

An introduction to advanced enological techniques and technology. Students will develop their testing techniques and perform the mathematical calculations used in winemaking and production.

FERM-2303 Distillation Operations (SL)

3 Credits - Class 2 Lab 2

Introduces students to the advanced techniques and technology involved in spirit creation. Students will be exposed to testing analysis and the mathematical calculations used in craft distilled spirit production.

FERM-2304 Culinary Fermentation Advance Processing (SL)

3 Credits - Class 2 Lab 2

Introduces students to the technology and mathematical calculations used in culinary fermentation product production. Emphasis is placed on equipment and technology as they relate to schedule/record keeping, recipe development/alcohol control, and ingredient usage calculations.

FERM-2400 Packaging, Materials, Quality

3 Credits - Class 2 Lab 2

Covers advanced brewing, distilling, winemaking and probiotic food processes utilizing the equipment of an on-site brewery and/or fermentation facility. Topics include advanced beer making, spirit, winemaking and culinary fermentation processes, analysis/monitoring of fermentation and specialty beverage production.

FERM-2401 Packaging, Materials, Quality with Certification

3 Credits - Class 2 Lab 2

Covers advanced brewing, distilling, winemaking and probiotic food processes utilizing the equipment of an on-site brewery and/or fermentation facility. Topics include advanced beer making, spirit, winemaking and culinary fermentation processes, analysis/monitoring of fermentation and specialty beverage production.

FERM-2402 Legal Issues in Fermentation

1 Credit - Class 1

Discussion of the law governing alcoholic and non-alcoholic fermentation at the federal, state, and local levels; walk-through of

Course Descriptions

how to apply for a brewery license, and how to get the proper permitting for their beers and spirits.

FERM-2600 Fermentation Practicum

2 Credits - Class 1 Lab 7

Provides students the hands-on experience of fermentation.

FERM-2601 Fermentation Practicum I

4 Credits - Class 3 Lab 2

Provides students the hands-on experience of fermentation in small batch utilizing methods learned in fermentation theory.

FERM-2602 Fermentation Practicum II

2 Credits - Class 1 Lab 7

Expansion of production practices previously learned, students can focus on distillation or brewing.

FERM-2650 Fermentation Capstone

2 Credits - Class 1 Lab 7

Students develop and execute a craft beverage recipe with branding. Craft beer student will have the opportunity to have a guest draft at the Black Diamond Brewery. Craft spirit students will produce a product for limited run at the Black Diamond Distillery.

FERM-2651 Culinary Fermentation Capstone

2 Credits - Class 1 Lab 7

Provides students the hands-on experience of culinary fermentation. Students will have access to the Hocking College practicum restaurant and be able to prepare food items utilizing fermentation processes.

FERM-2652 Spirit Distillation & Fermentation Capstone

2 Credits - Class 1 Lab 7

Provides students hands-on experience in distilling spirits on a small scale. Students will have access to the Hocking College pilot distillery facility and be able to produce small batches for demonstration purposes.

FERM-2653 Wine Capstone

2 Credits - Class 1 Lab 7

Provides students the hands-on experience of winemaking on a small scale. Students will have access to the Hocking College pilot winemaking facilities and be able to produce small batches for demonstration purposes.

Film & Video

FILM-1010 Editing I

3 Credits - Class 3

An introduction to digital nonlinear editing techniques covering the post-production workflow from logging of footage through capture, editing and exporting.

FILM-1111 Film & Video Production I

3 Credits - Class 2 Lab 2

Students will begin to learn the concepts of filmmaking and video production through an intense application of skills and techniques needed in the film and television industry.

FILM-1122 Film & Video Production II

3 Credits - Class 2 Lab 2

Concepts and techniques of film and video production will be reinforced through project-based assignments.

FILM-1130 History of World Cinema

3 Credits - Class 3

An introduction to the history of motion pictures as a modern visual art as it has developed around the world. Emphasis on voice, representation and major developments in the art form.

FILM-1210 Documentary & Non-Fiction Film

3 Credits - Class 3

Study of the history and contemporary landscape of documentary film, video and digital media. Explores approaches to the analysis of documentary form and content including cinematic modes, social impact, ethical considerations and the processes of production and distribution.

FILM-1220 Narrative Screenwriting

3 Credits - Class 3

A writer's workshop introducing the principles and techniques of short narrative screenwriting.

FILM-2300 Film & Video Production III

3 Credits - Class 2 Lab 2

Students will begin to master techniques in light and cinematography through shot recreations and group projects.

FILM-2310 Editing II

3 Credits - Class 3

Advanced nonlinear editing techniques will be explored in addition to an introductory study of editing style fundamentals set by several master filmmakers.

FILM-2320 Producer's Workshop

3 Credits - Class 3

Examination of the business, management and creative processes in producing a media project starting from idea creation through distribution.

FILM-2400 Film & Video Production IV

3 Credits - Class 2 Lab 2

An advanced study in cinematography and lighting concepts and production.

FILM-2410 Director's Workshop

3 Credits - Class 3

Examination of the director's role in organizing and completion of a media project.

FILM-2600 Film & Video Practicum

2 Credits - Class 2

Students will work with individuals within the college or community to develop and complete film and video projects.

FILM-2651 Film & Video Capstone

4 Credits - Class 3 Lab 2

Students will work on senior projects to reflect mastery of film and video production techniques.

Fire Science

FS-1114 Firefighter I & II

13.5 Credits - Class 7 Lab 20.5

This course meets all objectives in the National Fire Protection Associate (NFPA-1001) standard for Firefighter I and II.

FS-8000 36 Hour Volunteer Firefighter

0 Credit

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Fish Management & Aquaculture

FMAQ-1110 Fish Culture I

4 Credits - Class 2 Lab 4

Extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculating systems. Fish handling procedures; feeding and inventory practices.

FMAQ-1115 Hatchery Maintenance

2 Credits - Class 1 Lab 2

Surface maintenance, carpentry, electricity, plumbing and masonry as it applies to fisheries and aquaculture. Use of tools, saws, drills and portable power tools.

FMAQ-2220 Fish Culture II

4 Credits - Class 2 Lab 4

Basic extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculating systems; fish handling procedures, feeding and inventory practices; water quality parameters, record keeping and applied math.

FMAQ-2239 Pond Nuisance Control

1 Credit - Lab 2

Discuss, demonstrate and practice methods and techniques used in identification, prevention and management of common aquatic nuisance problems.

FMAQ-2240 Fish Health

2 Credits - Class 1 Lab 2

Discuss, demonstrate and practice methods and techniques used in identification, prevention and treatment of common fish health problems.

FMAQ-2266 Ichthyology

3 Credits - Class 2 Lab 2

Studies the identification, ecology and morphology of Ohio fish species, including field and laboratory identification, use of taxonomic keys, fish community sampling methods and community assessment indices.

FMAQ-2270 Gamefish Identification

1 Credit - Class 1

Studies the identification and life history of Ohio's game and threatened fish species, including field and laboratory identification.

FMAQ-2650 Fish Management Capstone (SL)

5 Credits - Class 3 Lab 4

Discusses methods and techniques used in sampling fish populations and aquatic environments, evaluation and application of fish management techniques. Covers physical, chemical, biological, and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing these factors are practiced in laboratory.

Fitness

FT-1110 Foundations of Exercise

3 Credits - Class 2 Lab 2

An introduction to exercise and health sciences. This course exposes the learner to the major components of fitness, fitness organizations, and career pathways.

FT-1126 Exercise Testing

4 Credits - Class 3 Lab 2

Incorporates assessing/testing, interpreting, applying results and application for the five components of fitness.

FT-1130 Aerobic & Group Exercise

3 Credits - Class 2 Lab 2

Explores the fundamental principles of aerobic and anaerobic training on the cardiovascular system.

FT-1160 Resistance Training

3 Credits - Class 2 Lab 2

Design and implementation of resistance training protocols (sets, reps, load, recovery) applied for various goals in a 7-Step Periodization model.

FT-2100 Special Populations & Aging

3 Credits - Class 3

FT-2131 Exercise Prescription

3 Credits - Class 2 Lab 2

Students will learn and use principles of exercise science to assess the 5 components of fitness and design appropriate programming.

FT-2191 Fitness Management Projects II

3 Credits - Class 2 Lab 2

Students research top-level facilities and then complete visits and integrated training/learning through on site visits and tours. Integrates community, cultural and global awareness.

FT-2220 Fitness Management Projects I

3 Credits - Class 2 Lab 2

Explores the principles of managing, marketing and operating a large commercial facility or your own gym. Plan and conduct fitness programming.

FT-2297 Fitness Directed Practicum

4 Credits - Class 2 Lab 4

Students will interview, send resume/cover letter and complete 200 hours at an approved fitness facility. This serves as the Capstone class.

Forestry

FOR-1009 Dendrology I

2 Credits - Class 1 Lab 2

Identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.

FOR-1010 Dendrology II

1 Credit - Lab 2

Continuation of identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.

FOR-1020 Forest Management Techniques

1 Credit - Lab 2

Provides an introduction to forest measurement techniques in theory and practice. Includes the use of log scale rules, prisms, clinometer, etc.

FOR-1112 Forestland Navigation & Mapping

3 Credits - Class 1 Lab 4

Tools used in the navigation, mapping, planning, and management of forests and other natural resources.

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FOR-1123 Forest Measurements

3 Credits - Class 1 Lab 4

Accurate quantification of forest resources utilizing tools, mathematical equations and sampling techniques.

FOR-1124 Forest Ecology

2 Credits - Class 1 Lab 2

Forest community relationships, synecology and autecology which can be applied to the technical aspects of forestry such as silviculture, mensuration, forest management and timber harvesting.

FOR-1125 Forest Soils

2 Credits - Class 1 Lab 2

Development, interpretation and mapping of forest soils. Techniques in analyzing physical and chemical properties of soil including problem soils and the impact of forestry practices.

FOR-1131 Forest Entomology & Pathology

2 Credits - Class 1 Lab 2

Insects, diseases and their economic impact on forest, ornamental and street trees, stressing identification and potential control.

FOR-1133 Forest Products Utilization

2 Credits - Class 1 Lab 2

Utilization of products and services of the central hardwood region including traditional and non-involved flow of goods and services from the forest to the final product.

FOR-2119 Reforestation & Pesticide Applications

3 Credits - Class 2 Lab 2

Study, planning and application of practices used for controlling woody vegetation with pesticides.

FOR-2120 Applied Silviculture

4 Credits - Class 2 Lab 4

Cultural techniques applied to growing, harvesting and regenerating forest crops in North America.

FOR-2122 Silviculture

3 Credits - Class 2 Lab 2

Silviculture is the art and science of managing forests for multiple values. This class focuses on the interplay between successional processes and disturbance as they favor different growing conditions and species.

FOR-2205 Forest Issues & Policy (SL)

2 Credits - Class 1 Lab 2

Examines environmental issues, policy, and law from a scientific viewpoint, with emphasis on the ecological, social and economic factors of a working forest.

FOR-2210 Forest Mensuration

3 Credits - Class 1 Lab 4

Develop skills necessary for effective field assessment of the forest resources. Accumulated skills developed in previous forestry courses are blended with new skills in the art of cruising.

FOR-2221 Wildland & Prescribed Fire

3 Credits - Class 1 Lab 4

This course includes the following government courses which are prerequisite for Wildland Fire Fighters. Basic Firefighter S-130 course; Introduction to Fire Behavior S-190 course; Human Factors on the Fire Line L-180 course and Introduction to the Incident Command I-100. These courses were developed by the National Wildfire Coordinating Group. The successful participant is eligible for the National Interagency Qualifications System RED CARD. Includes: basic skills required by wildland fire fighters; fire organization; use of safety equipment; size up; Line construction; mop up; and use and

maintenance of hand tools. Prescribed burning as a tool in natural resources to achieve the following forest management objectives: natural regeneration, competition control, hazard reduction and habitat manipulation

FOR-2226 Forest Operations

2 Credits - Class 1 Lab 2

Principles of operating a forestry business and basic time study and cost analysis techniques used in a variety of forestry operations.

FOR-2650 Forest Management (Capstone)

3 Credits - Class 1 Lab 4

Focuses on the management of upland central and Appalachian hardwood forests. Forest regulation problems are applied to properties under different circumstances.

General Studies

GS-1010 Pathway to Prosperity

1 Credit - Class 1

The Pathways course is a personal, career and financial success seminar series designed to empower students with the knowledge, skills and attitudes needed to be successful students, successful life-long career professionals and financially stable citizens.

GS-1135 AIS & ATS Degree Development

1 Credit - Class 1

This seminar is for the exclusive development of an individualized degree program. During this seminar, the student will learn the requirements for creating an Associates of Individualized Study or Associate of Technical Study. Necessary for the development of their individualized program, the student will learn how to create and develop their own curriculum to match the general education requirements of Hocking College along with their individual educational needs, which includes creating learning outcomes for their program.

GS-2010 Pathway to Prosperity II

1 Credit - Class 1

This class will conclude the Pathway to Prosperity series.

GS-2200 Prior Learning Portfolio Development

1 Credit - Class 1

In this course, students will work with an advisor to develop a portfolio to apply for special credit by experience.

GeoEnvironmental

GENV-2125 OSHA HazWoper Health & Safety Training

1 Credit - Lab 2

A safety training course covering protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations included in 29 CFR 1910.120. Required by OSHA for workers at sites where hazardous contaminants may be present.

GENV-2225 OSHA HazWoper Health & Safety Training

0.5 Credit - Lab 2

A safety training course covering protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations included in 29 CFR 1910.120. Required by OSHA for workers at sites where hazardous contaminants may be present.

Course Descriptions

Geographic Information Systems

GEO-1101 Intermediate GIS

2 Credits - Class 1 Lab 2

Technical inner workings of GIS. Students will explore, examine and experience the rules and operations that govern data storage, data analysis and data display.

GEO-1102 Introduction to GPS

2 Credits - Class 1 Lab 2

The basic history, design, concepts and uses of the Global Positioning System are introduced and defined. Exercises include the opportunity to use GPS receivers to navigate, collect, and display positional data and use Pathfinder Office software to correct, and export positional data and create data dictionaries.

GEO-1104 Introduction to GPS & GIS

3 Credits - Class 2 Lab 2

History, design, concepts and uses of the global positioning system are introduced and defined. Use GPS receivers to navigate, collect, and display data.

GEO-1123 Surveying & Mapping

3 Credits - Class 1 Lab 4

Plane surveying procedures and applications for distance, direction and elevation measurements. Use and care of surveying instruments.

GEO-1125 Map Reading & Interpretation

1 Credit - Lab 2

Understanding of maps and map making with technical exercises designed to manipulate, enlarge and transcribe maps for other uses.

GEO-2135 GIS & GPS Applications

4 Credits - Class 3 Lab 2

Academic projects that stress skills learned in pre-requisite courses. Additionally students select projects in industry areas such as natural resources, utilities, government, or businesses.

Geology

GEOL-1105 Introduction to Soils

3 Credits - Class 2 Lab 2

An introduction to the principles of soil science with emphasis on the practical significance of soil assessment, classification, management, and conservation. Considers the applied implications of soil characteristics and soil distribution to natural resource management, environmental, and engineering issues and problems.

GEOL-1110 Physical Geology

4 Credits - Class 2 Lab 3

Examination of the fundamental principles of the earth sciences and their relation to minerals, rocks, and the processes acting upon and within the Earth. Lab includes identification and interpretation of minerals and rocks, as well as interpretation and utilization of topographic and geologic maps.

GEOL-2271 Geomorphology

3 Credits - Class 2 Lab 2

An introduction to the study of the Earth's landforms and landscape. The course focuses on surficial processes and landform development. Students will construct and evaluate multiple working hypotheses to ascertain chronology of and geology processes responsible for landscape formation.

Government

GOVT-1142 American Government & Politics

3 Credits - Class 3

This course provides an overview of the functions, structures, institutions, processes and products of the national government and the impact of these on the citizens. Emphasis in the course is placed on relating discussions in the classroom to the personal world and to conceptualize how government and politics function in the real world.

Health

HLTH-1000 Phlebotomy

3 Credits - Class 1 Lab 4

This course prepares students for the Certified Phlebotomy Technician (CPT) exam through National Healthcareer Association (NHA). The course will include various blood collection and handling procedures using a variety of techniques and equipment. Other topics include safety, the healthcare system, point of care testing, quality assurance and medical legal issues.

HLTH-1101 Medical Terminology

2 Credits - Class 2

The principles of building a basic medical vocabulary are practiced with an emphasis on prefixes, suffixes and roots. Basic spelling and pronunciation rules are covered. Anatomical, physiological and pathological terminology pertaining to selected body systems are explored. Selected clinical procedures, laboratory tests and abbreviations are discussed.

Health Information Management

HIM-1100 Health Records & Procedures

3 Credits - Class 2 Lab 2

Student analyzes health data, conduct documentation analysis between health records & patient's progress. Students apply policies and procedures to ensure accuracy of records also differentiates the roles of various providers and disciplines throughout the continuum of healthcare and responds to their information needs.

HIM-1112 HIM Legal Aspects

2 Credits - Class 2

Laws and standards that define how healthcare is financed and delivered.

HIM-1120 ICD Medical Coding I

3 Credits - Class 2 Lab 2

Introduction to the ICD-10-CM data set used for reporting diagnoses and the reasons why health care professionals care for patients.

HIM-2200 Health Statistics & Quality Management

3 Credits - Class 3 Demonstrates the understanding of why project management is critical in today's world. Identifies the different stages of project life cycle and how the implementation of tasks during the project life cycle establish a precedent for measurement.

HIM-2203 ICD Medical Coding II

3 Credits - Class 2 Lab 2

Focuses on procedural codes utilized within the healthcare industry. Codes include CPT-4, HCPCS and ICD-10 coding formats and will be taught through practical case studies.

Course Descriptions

HIM-2210 Healthcare Reimbursement

3 Credits - Class 2 Lab 2

Focuses on procedural codes utilized within the healthcare industry. Codes include CPT-4, HCPCS and ICD-10 coding formats and will be taught through practical case studies.

HIM-2215 Understanding & Interpreting E-Health Records

3 Credits - Class 2 Lab 2

Introduction to software used to gather, track and store the clinical and administrative information of patients seen in the medical facility.

HIM-2222 Health Info Management System

3 Credits - Class 2 Lab 2

Overview of principle competencies in HIMMSs certification exam. Utilize computer assisted coding encoder to practice billing from provider notes.

HIM-2230 Management Information Systems

3 Credits - Class 2 Lab 2

Introduces students to MIS today with the most practical and current information available: MIS 10.

HIM-2650 Capstone Computer Application (SL/PR)

2 Credits - Class 1 Lab 2

The CAHIMS Detailed Content Outline is comprised of three primary professional categories in the healthcare information and management field: general IT and healthcare environment knowledge, systems and administration.

Hotel Restaurant

HOTR-1233 Food & Beverage Planning & Cost Controls

2 Credits - Class 2

Introduction to techniques for developing new customers, meeting customer needs, maximizing profits and maintaining long-term customer relationships. Includes cost, sales and control of food and beverage operations.

HOTR-1234 Managing Beverage Operations

2 Credits - Class 1 Lab 2

This course is designed to provide the student with the basic understanding of managing a bar.

HOTR-2100 Housekeeping Management

3 Credits - Class 1 Lab 4

HOTR-2108 Hospitality Human Resources

2 Credits - Class 2

Basic understanding of hospitality human resource management focusing on training personnel in new or established hospitality operations.

HOTR-2110 Front Office Operations

3 Credits - Class 2 Lab 2

Quality guest service is taught through learning reservation systems, guest check-ins and departures, security, accounting and revenue management in theory and a hands-on lab at The Lodge.

HOTR-2170 Hospitality Sales & Marketing

2 Credits - Class 2

Basic knowledge and practical experience enabling the student to develop strategic marketing plans for the hospitality industry. Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships.

HOTR-2600 Hospitality Practicum Exp I

2 Credits - Class 2

Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Students assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas (night audit and cashier). Learners are assigned to learning teams as trainees.

HOTR-2601 Hospitality Practicum Exp II

2 Credits - Class 2

Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Learners assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas (night audit and cashier). Learners are assigned to learning teams as trainees. Includes assessment of both Success Skills and Program Outcomes and service learning projects.

HOTR-2650 Hospitality Management Development (Capstone)

3 Credits - Class 3

An opportunity to be trained and to perform as a manager in a full service hotel. Includes all aspects of property management and daily property supervision and leadership.

Humanities

HUM-2200 Introduction to World Literature

3 Credits - Class 3

Examines various literary works representing historical periods from the ancient world through the twentieth century. Presents a progression of literary styles and forms representing the universality of human concerns through the ages.

HUM-2201 Western Civilization & Culture

3 Credits - Class 3

Provides an understanding that the human experience is not, and has never been, a series of stagnant, isolated moments. Students will learn to appreciate the fact that all people have not shared the same world views, opportunities and problems.

HUM-2202 Theatre Appreciation

3 Credits - Class 3

This introductory course is designed to give participants an opportunity to increase their insight and understanding of theatre arts. Students will study the historical tradition of theatre, its ever-changing place in society, and the composite talents and skills that create the drama, the production, and the performances an audience sees.

HUM-2203 Introduction to Ethics

3 Credits - Class 3

Rationales by which individuals and societies determine what constitutes ethical and moral behavior. Includes an overview of moral philosophy and theories of justice and human rights.

HUM-2206 Introduction to Gender Studies

3 Credits - Class 3

Introduction to critical thinking about the construction of gender and the ways in which sex, gender, race, class and sexuality merge and manifest themselves in social, cultural and political contexts.

HUM-2207 Introduction to World Religions

3 Credits - Class 3

Overview of the dominant religions of eastern and western cultures and the various aspects of each, including beliefs, rituals, and adherents throughout the world. The nature and social functions of religion including sects, cults, and atheism are also explored.

Course Descriptions

Insurance

INS-1101 Property & Liability Insurance Principi

3 Credits - Class 3

This course provides a broad introduction to property-casualty insurance and serves as a foundation for studying the other courses in the AINS program. It shows you how to read an insurance policy, identify loss exposures and recognize common policy provisions. It also describes the function of marketing, underwriting and claims, while discussing insurance as a contract. The course provides a basic discussion of risk management as a means of managing loss exposure.

INS-1102 Personal Insurance

3 Credits - Class 3

This course provides a basic understanding of the property and liability loss exposures faced by individuals and families, and the types of insurance coverage used to treat those exposures.

INS-1103 Claims Handling Principles & Practices

3 Credits - Class 3

This course provides foundational knowledge that is applicable to handling all types of property-casualty claims. The process includes acknowledging and assigning the claim; identifying the policy; contacting the insured or the insured's representative; investigating and documenting the claim; determining the cause of loss; liability and the loss amount; and concluding the claim.

Laboratory Sciences

LAB-1102 Introduction to Laboratory Sciences

3 Credits - Class 3

Introduction to process and controls within the laboratory environment. Includes safety protocols and regulatory parameters of laboratory as well as equipment, supply and consumable identification.

Language

LANG-1110 Beginning American Sign Language I

3 Credits - Class 3

Provides a foundation for non-signers to study American Sign Language (ASL). Focuses on principles, methods and techniques for communicating with deaf individuals who use sign.

LANG-1210 American Sign Language II

3 Credits - Class 3

Builds upon the principles, methods and techniques learned in Beginning American Sign Language I to help students communicate with deaf individuals who use sign.

Massage Therapy

MT-1111 Massage Therapy IA

2 Credits - Class 1 Lab 2

This course provides a solid foundation in the principles and practice of massage therapy including the history, benefits, physiological effects, contraindications, scope of practice, safety and hygienic practices and technique descriptions and applications. The lab portion covers Swedish, Western and Classical massage procedures.

MT-1112 Massage Therapy IB

2 Credits - Class 1 Lab 2

Part B of this course continues to lay the foundation in the principles and practice of massage therapy including the physiological effects,

contraindications, safety and hygienic practices, prenatal massage and more. The lab portion covers Swedish, Western and Classical massage procedures as described by various sources.

MT-1114 Hydrotherapy

2 Credits - Class 2

Exploration of the principles and practices of thermotherapy along with the use of various treatment modalities and techniques designed to enhance the practice of massage therapy.

MT-1120 Massage Therapy II

2 Credits - Lab 4 This lab course incorporates the procedures covered in Massage Therapy I and expands the technique repertoire with the introduction of deep tissue techniques and other non-Swedish style massage procedures.

MT-1135 Kinesiology/Myology for Massage Therapists

4 Credits - Class 3 Lab 2

Focuses on the anatomy and physiology of the musculo-skeletal system including major joints. Additionally, the class will include lab experience involving manual muscle testing, palpation, stretching and other relevant activities.

MT-1140 Ethics for Massage Therapists

2 Credits - Class 2

This course focuses on ethical considerations, scope of practice, and professional boundary issues in the massage therapy profession and also explores the body-mind connection in relation to patient armoring and character development.

MT-2150 Massage Therapy Business & Law

2 Credits - Class 2

Provides a foundation in the entrepreneurial skills and knowledge of jurisprudence needed to run a successful private massage therapy practice. Topics include billing, medical codes, marketing strategies, networking and making appropriate referrals.

MT-2200 Pathology for Massage Therapists

3 Credits - Class 3

Covers key elements of a wide array of medical conditions including their signs, symptoms and specific contraindications for massage therapy. Hygiene, S.O.A.P notes and various assessments pertinent to MLT's including pulse/blood pressure as well as functional, postural and gait analysis are also covered.

MT-2212 Advanced Clinical Therapies I

3 Credits - Class 1 Lab 4

Students will learn a wide variety of advanced bodywork methods including trigger point therapy, myofascial release, pin and stretch and many others that will be integrated into effective protocols for addressing musculoskeletal conditions of the head/neck, back, shoulders and arms.

MT-2600 Massage Therapy Clinical (SL/PR)

2 Credits - Lab 4

This capstone course provides an opportunity for massage therapy students to offer treatments to the general public, college faculty, students and licensed massage therapists in an on-campus clinical setting.

MT-2650 Advanced Clinical Therapies II (Capstone)

2 Credits - Lab 4

Students apply the previously learned advanced clinical techniques to develop integrated protocols for the abdomen, ribs, pelvis and legs. A cumulative written exam over all previous massage therapy related courses is given and the end of this course.

Course Descriptions

Mathematics

MATH-1103 Applied Mathematics

3 Credits - Class 3

This course equips students with the mathematical skills and reasoning needed for everyday problem-solving. Students master computations involving a variety of number forms including fractions, decimals, and percents; apply ratios and proportions; perform measurement conversions within and between the English and Metric systems; and solve application problems involving percents. They also interpret data in graphs and tables, understand basic statistics, evaluate algebraic expressions, and solve basic equations, and use geometric concepts and formulas to compute lengths, angles, areas, perimeters, and volumes. Emphasis is placed on problem-solving strategies and connecting quantitative concepts to real-world contexts.

MATH-1113 College Algebra

4 Credits - Class 4

The student will study a variety of mathematical functions including linear, quadratic, polynomial, rational, radical, exponential, logarithmic, and piecewise-defined functions. The student will analyze these functions both algebraically and graphically to understand their properties, behavior, and applications. Additionally, the student will solve equations involving these functions, as well as systems of equations.

MATH-1115 Trigonometry

4 Credits - Class 4

The student will analyze and apply trigonometric functions using algebraic, graphical, and numerical methods. Topics include right and general triangles, angle measurement, identities, equations, vectors, and polar coordinates. The student will model phenomena, solve trigonometric equations, and use technology to support program solving.

MATH-1120 Elementary Topics in Mathematics

3 Credits - Class 3

The student will develop a deep understanding of arithmetic and number systems, including whole numbers, integers, fractions, and rational numbers. The student will explore place value, operations, and number relationships using models, drawings, and multiple representations. The student will also apply rational number concepts in contexts involving probability and data analysis. Throughout the course, the student will use mathematical language and representations to communicate ideas clearly and justify reasoning.

MATH-1130 Pre-Calculus

6 Credits - Class 6

The student will analyze and interpret linear, polynomial, rational, radical, exponential, logarithmic, piecewise-defined, and trigonometric functions using algebraic and graphical methods. The student will solve equations and systems, apply transformations and inverses, and model real-world situations. Additional topics include trigonometric identities, triangle solving, vectors, and polar coordinates. Technology and mathematical reasoning will support exploration throughout the course.

MATH-1163 Business Calculus

5 Credits - Class 5

The student will study limits, derivatives, and integrals from analytical, numerical, and graphical perspectives. The student will compute and interpret derivatives as rates of change, apply them to business contexts such as marginal analysis and optimization, and use integrals to determine areas, accumulated change, and financial applications. Emphasis will be placed on understanding core calculus concepts and their practical use in solving business related problems.

MATH-2250 Introductory Statistics

4 Credits - Class 4

The student will be introduced to fundamental statistical concepts and techniques. The student will learn to calculate and interpret basic statistical measures, with an emphasis on appropriate applications in real-world contexts. Topics will include measures of central tendency and dispersion. The student will explore various statistical distributions including the normal distribution, Student's t-distribution, Chi-square distribution, and F-distribution. The student will construct and interpret confidence intervals and will examine relationships between variables using correlation and regression analysis. The student will also study sampling methods and conduct hypothesis tests to draw conclusions based on data. Additional topics will include analysis of variance (ANOVA) and introductory probability concepts.

Medical Assistant

MA-1100 Basic Clinical Assisting Procedures

5 Credits - Class 3 Lab 3

An introductory level course presenting the theory and techniques required by the medical assistant to perform basic level procedures in the family practice medical office.

MA-1102 Medical Office Procedures I

3 Credits - Class 2 Lab 2

Administrative or office duties of a medical assistant in a physician's office. Includes answering, screening and placing telephone calls; scheduling patient appointments and hospital admissions; handling patient information brochures; purchasing equipment and supplies, paying invoices, inventory control, storing supplies and drugs and equipment establishing priorities for work and office procedures manual.

MA-1110 Family Practice Assisting Procedures (SL)

5 Credits - Class 3 Lab 3

Intermediate level clinical procedures in the family practice medical office. Emphasizes tissue healing and surgical sepsis including the application of heat and cold, bandaging, cast application and removal, crutch walking, sterilization and disinfection, minor office surgery and urinalysis.

MA-1112 Medical Law & Ethics

2 Credits - Class 2

Medical ethics and law in the medical office setting. Analyzes medical office situations to determine ethical and legal status. Includes a history of medicine, the Medical Practice Acts, the physician-patient relationship, confidentiality, implied, verbal and written consent, malpractice, creating and terminating a contract and professional law liability. Identifies reports required by law and emphasizes professionalism in the medical office.

MA-1221 Medical Management Computerization

2 Credits - Class 1 Lab 3

Computer concepts and applications for the medical office. Emphasizes utilization of microcomputers in the medical office including the data processing cycle, components of the computer system, selection of hardware and software, secondary storage devices, the disk operating system (DOS) and medical office management applications.

MA-2200 Advanced Clinical Assisting Procedures

4 Credits - Class 3 Lab 3

Procedures employed in administering patient therapy and diagnostic testing, administration of medications, performing venipuncture, running an electrocardiogram, administering ultrasound treatments, assisting with sigmoidoscopy and patient preparation and positioning for x-rays.

Course Descriptions

MA-2206 Computer Applications in Medical Assisting

2 Credits - Class 1 Lab 3

Detailed study of the function of electronic medical records including file maintenance of patient medical record, patient registration, patient transactions, appointments, patient billing, insurance billing and legal aspects of appropriate documentation. Includes computer experience using word processing and an electronic medical record application program.

MA-2220 Medical Laboratory Procedures

4 Credits - Class 3 Lab 3

Theory and techniques required to perform laboratory tests in the medical office. Emphasizes patient preparation, completion of laboratory forms, collection of specimens for testing in the medical office or for transporting to an outside laboratory, performing laboratory tests and reporting results, identifying abnormal results, quality control and laboratory safety. Clinical procedures include venipuncture, obtaining a capillary blood specimen, blood banking, hematologic laboratory tests, blood chemistry tests, microbiologic laboratory tests and urinalysis.

MA-2222 Medical Office Procedures II

3 Credits - Class 2 Lab 3

Introduces handling financial and business records in a physician's office. Presents insurance and coding for the medical office.

MA-2224 Pharmacology for Med Assistants

5 Credits - Class 5

Pharmacology principles relating to the medical office. Emphasizes correlation of drug therapy with pathologic conditions, patient education regarding medications and obtaining competency in researching drugs in a drug reference. The use, action, side effects, implications, contraindications and route of drugs commonly administered, dispensed and prescribed in the medical office including antihistamines, immunizing agents, antibiotics, cardiovascular drugs, digestive drugs and drugs affecting the urinary, nervous and respiratory systems.

MA-2600 Medical Assistant Practicum I

3 Credits - Class 1 Lab 16

Directed practicum in a medical office, clinic or comprehensive health care facility where the student spends two days each week performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included to discuss experiences.

MA-2601 Medical Assistant Practicum II

3 Credits - Class 1 Lab 16

Directed practicum in a medical office, clinic, or comprehensive health care facility to provide direct patient contact; apply clinical and administrative theory to practical situations; perform clinical and administrative procedures in a medical office; and gain insight into the medical assistant role in the health care team. Two days each week are spent in a general or specialty practice office performing administrative and clinical skills under the supervision of a preceptor.

MA-2650 Case Studies in Medical Assisting (Capstone)

2 Credits - Class 2

Integration of all components of the Medical Assistant curriculum. Through simulated case studies, the student demonstrates competency in knowledge and skills required for entry level employment in a medical office or clinic. Assists the student in preparation for the Certification Examination for Medical Assistants.

This course provides an introduction to the Medical Laboratory profession (MLT), safety in the lab, OSHA, universal precautions, lab equipment, quality control, maintenance, and phlebotomy. Basic blood collection techniques by venipuncture and capillary sticks will be covered and practiced in the laboratory under supervision.

MLT-1001 Hematology/Hemostasis

4 Credits - Class 3 Lab 2

This course is the study of the blood that includes the liquid portion and formed elements such as red blood cells, white blood cells, and platelets. The course also introduces the process of hemostasis/blood coagulation. Results from manual and automated tests in hematology and hemostasis are correlated to pathology processes in the body. Maintenance, safety, calibration and quality control are included.

MLT-1101 Medical Laboratory Fundamentals

2 Credits - Class 2

Focuses on medical laboratory math, laboratory tests and ranges, quality control, introduction to clinical chemistry, and instruction to clinical microbiology.

MLT-1135 Clinical Chemistry

4 Credits - Class 3 Lab 2

Introduces the concepts of biochemistry as it relates to human health and disease through laboratory procedures and testing that include both manual and automated procedures to determine the chemical composition of blood, urine, and body fluids. Laboratory results are correlated to pathology processes in the body. Maintenance, safety, calibration, and quality control are included.

MLT-1200 Immunology/Serology

2 Credits - Class 1 Lab 2

An introduction to the immune system, immune and inflammatory responses, and the relation to etiology and diagnostic testing of immunological disease processes. Manual and automated testing in the laboratory include rheumatoid factor, streptococcal infections, pregnancy testing, and various others. Maintenance, safety, calibration and quality control are included.

MLT-2100 Clinical Microbiology

3 Credits - Class 2 Lab 3

This course provides an introduction to the formation, structure, identification, and control of bacteria. Included is an introduction to the study of mycology, parasitology and virology. Manual testing performed in the laboratory setting includes isolating, identifying, and determining clinically significant organisms present in laboratory specimens. Maintenance, safety, calibration, and quality control are included.

MLT-2151 Urinalysis/Body Fluids

2 Credits - Class 1 Lab 2

This course is the study of the physical, chemical, and microscopic evaluation of urine and body fluids such as cerebrospinal fluid, synovial fluid, serous fluid, seminal fluid, and feces. The lab component uses microscopes, manual tests, and automated tests to determine results of urine and body fluids which correlates to pathology processes in the body. Maintenance, safety, calibration, and quality control are included.

MLT-2201 Immunohematology/Blood Banking

4 Credits - Class 3 Lab 3

This course provides the theoretical and entry-level laboratory skills necessary to perform, analyze, and report routine serological pre-transfusion testing. The course also covers donor requirements, collection, blood component storage and usage, and adverse blood transfusion reaction. Hematological pathologies related to immunohematology are also discussed. Maintenance, safety and quality control are included.

Medical Lab Technician

MLT-1000 Introduction to The Medical Laboratory

3 Credits - Class 2 Lab 3

Course Descriptions

MLT-2600 MLT Practicum I (SL)

8 Credits - Class 1 Lab 14

Students will be assigned and placed within a laboratory setting to apply knowledge and skill sets learned in the classroom setting that will be utilized on laboratory specimens for testing, analyzing, and reporting results.

MLT-2601 MLT Practicum II (Capstone)

8 Credits - Class 1 Lab 14

Students will be assigned and placed within a laboratory setting to apply knowledge and skill sets learned during the classroom setting that will be utilized on laboratory specimens for testing, analyzing, and interpretation of results.

MLT-8000 Introduction to The Medical Laboratory

0 Credit

THIS IS A NON CREDIT COURSE. This course provides an introduction to the Medical Laboratory profession (MLT), safety in the lab, OSHA, universal precautions, lab equipment, quality control, maintenance, and phlebotomy. Basic blood collection techniques by venipuncture and capillary sticks will be covered and practiced in the laboratory under supervision.

Micro Computer

MICS-1121 Microsoft Office

3 Credits - Class 2 Lab 2

Prepares students for associate-level certification in Microsoft Word, PowerPoint and Excel.

MICS-1141 Introduction to Word & Excel

1 Credit - Class 1

Introduces the spreadsheet software Microsoft Office Excel including creating and modifying spreadsheets and charts, as well as using the database capabilities. Students design and manipulate multiple spreadsheet and database files to apply the major functions of Excel. Success Skills addressed and practiced in this course include communicating effectively, demonstrating math skills, critical thinking, professional skills and attitudes, human relations, knowledge of science and the environment, and ethics.

MICS-8000 Microsoft Specialist

0 Credit

THIS IS A NON CREDIT COURSE. Beginner to associate level Microsoft Office, Excel and PowerPoint modules. Certification exams will be taken at the end of the course. This is an online class with in person class time options.

Microbiology

MICR-1201 Microbiology

4 Credits - Class 3 Lab 2

How microorganisms live in the world around us and our relationship to them. Systematically covers bacteriology, immunology, mycology, viruses and parasites.

Music

MUS-1122 Music Private Lesson-Bass I

1 Credit - Lab 1

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability.

As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.

MUS-1130 Introduction to Digital Production

4 Credits - Class 3 Lab 2

Using the college's digital recording lab and multi-track recording studio, students will learn the main components of utilizing a DAW system, the fundamentals of digital recording in a commercial studio and the basics of audio production. Upon completion of this course, students will have a general understanding of industry programs such as ProTools, Reason, and Garageband and will be able to adequately produce a variety of projects in these applications. Students will also be able to assess equipment needs, understand and execute setting up for a typical recording session, and record basic audio tracks in a studio environment. Additional skills will include digital file management and conversion, as well as content sharing online.

MUS-1131 Hocking College Singers

1 Credit - Lab 2

This course is open to all students interested in singing in a college choir. In addition to public performances of standard choral literature, this course includes basic vocal techniques, basic music theory, improvement of sight reading, musicianship skills, music fundamentals, and music history and appreciation as it relates to choral literature. Prerequisite training is not necessary, but encouraged.

MUS-1132 Music Private Lesson-Guitar I

1 Credit - Lab 1

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.

MUS-1134 Hocking College Band

1 Credit - Lab 2

Band meets during marching season to develop shows to be performed during all athletic and special events. During concert season, band meets to prepare music for spring concerts, graduation and special events.

MUS-1137 Foundations of Music Theory

3 Credits - Class 3

This course is designed to provide students an understanding of the fundamentals of music theory as it relates to notation, performance, and songwriting. Students will learn musical concepts in a classroom setting as well as a lab setting, providing the opportunity for exposure to playing the piano and reading musical notation.

MUS-1140 WLCI Radio Station

3 Credits - Class 3

This course is designed to integrate the student into the practical hands-on operations of WLCI, Hocking College's FCC licensed broadcast radio station. Students have the opportunity to hold staff and/or executive positions. Enrolled students will run all functions associated with station including programming, underwriting, station promotion and building a fan base through outreach activities including, but not limited to, event, social media and fundraising. Formal class time will be used as a General Staff Meeting while lab hours will be used to create content and promote the station.

MUS-1141 WLCI Radio II

1 Credit - Class 1 Lab 1

This course is designed for students who wish to continue their work with WLCI. Students may work on advanced projects and hold titled positions within the station's various branches.

Course Descriptions

MUS-1145 Music Industry Fundamentals

3 Credits - Class 3

Using the college's music business resources, students will learn the main aspects of the music industry, including artist, songwriter, publisher, record label, and manager revenue streams. Upon completion of this course, students are able to identify virtually any music business entity and understand the structural relationships and processes involved in the music industry, as well as the ever-changing landscape of music distribution and consumption. Emphasis will also be placed on the importance and opportunity that music licensing presents, both for the publisher and the writer. After taking this class, students will be able to competently discuss and explain the parameters of music publishing, from both the writer and publisher views, and explain the potential benefits it provides to today's artists.

MUS-1146 Music Publishing

3 Credits - Class 3

The music publishing course gives music management students an in-depth view of the publishing world from several perspectives (artist, label, publisher, attorney, etc.) Students are introduced to the various concepts and methods of song protection, marketing, licensing and the multiple business mechanisms that can affect the use of their songs and those of their clients. Students are also given the tools and instruction to start their own publishing company, along with a comprehensive knowledge of the laws, regulations, forms and contracts necessary to operate it.

MUS-1148 DJ Essential Skills

1 Credit - Class 1

Covers a wide variety of topics from mixing to scratching to branding. Provided with in-depth knowledge and training in the latest technologies, tools and techniques used in contemporary DJ performance and production.

MUS-1150 Recording & Mixing Concepts

4 Credits - Class 3 Lab 2

Upon completion, students are able to utilize Pro Tools and record a typical studio tracking session. Students continue to develop engineering skills and knowledge and apply critical listening skills to affective engineering decisions. Areas of study include; studio protocol, critical listening/ear training as it relates to aesthetic and technical engineering decisions, troubleshooting, musical formats and acoustical issues. Students will establish, a process using editing, plug-ins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will demonstrate critical listening and communication skills to critique fellow students work. Professionalism in the studio, backing up of work and client communication will also be stressed.

MUS-1152 Music Private Lesson-Piano, Synth, Keyboard I

1 Credit - Lab 1

This course provides individualized instruction in piano technique and repertoire focusing on a student's experience, ability and needs.

MUS-1162 Music Private Lesson-Voice I

1 Credit - Lab 1

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.

MUS-1180 Multimedia in The Music Industry

3 Credits - Class 3

Using the college's music business, recording, and radio resources, students will learn the new and emerging multimedia technologies shaping the entertainment world (email, cloudservices, photography, graphic design, web design, video production, streaming, social

networking, blogging, etc.). Upon completion of this course, students will be able to understand and employ a variety of media in emergent technologies.

MUS-1192 Electric Ensemble

1 Credit - Class 1

This course is designed to provide a performance venue for students with the direct supervision of faculty. Members attend weekly rehearsals, plus performances and extra rehearsals as needed. Active student leadership is strongly encouraged. The course is available by audition only.

MUS-1195 20th Century Music & Contemporary Genres

3 Credits - Class 3

20th Century Music and Genres introduces the student to the modern music industry structure and its major players by revealing the origin of the music business. It helps the student to recognize the cyclic nature of consumer technology and its impacts. Along with origin and nature of the music business, the student will be introduced to new technologies for their viability. Finally, a strong survey of modern and historic musical genres is given that will include the following American music forms: Folk, Country, Blues, Rock, Jazz, Broadway, Film, and Classical.

MUS-1200 Production Maintenance

3 Credits - Class 3 Lab 1

Through lecture and hands-on labs, this course introduces the student to many of the technical aspects of audio and video production, including basic electricity and electronics, Ohm's Law, equipment troubleshooting and maintenance and audio/video cable and connector fabrication and repair. Also covered will be the use of digital multimeters, oscilloscopes, frequency counters, function generators and power supplies. Upon completion, the student will be able to use common audio and video test equipment to troubleshoot and repair common problems in audio and video cables and equipment as well as fabricate, from scratch, all common audio and video cables.

MUS-2114 Creative Mixing & Sequencing I

3 Credits - Class 3

Upon completion, students will establish, a process using editing, plug-ins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will demonstrate critical listening and communication skills to critique fellow students work. Professionalism in the studio, backing up of work and client communication will also be stressed. Students will be exposed to advanced techniques within software and MIDI using applications such as iTunes, Reason, Waveburner, Roxio Toast, and ProTools. Students will learn how to effectively combine their preexisting knowledge of music theory and composition into the digital realm and bring musical ideas to a tangible composition/arrangement through audio/MIDI recording and editing and programming. Students will also be given tasks where a resolution to a problem is required within a competitive deadline.

MUS-2118 Booking I-Booking Agencies

3 Credits - Class 3

The touring industry also employs thousands of professionals in every support role imaginable. Concert revenue has become a vital avenue for artists to connect with fans and to create sources of revenue. This course provides you with an overview of booking, touring, and concert promotion industry. Simultaneously, this course's emphasis is to provide a "hands on" component to touring and concert promotion. This class will act as the promoter and booking agent for act(s) signed to Can't Live Without Records. During this term you will research existing live performance venues, build a venue database, contact venues to book shows, negotiate terms for personal appearances, building label awareness, build the band's fanbase, create several promotional tools, advance the shows and submit reports of your work.

Course Descriptions

MUS-2122 Music Private Lesson-Bass II

1 Credit - Lab 1

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.

MUS-2132 Music Private Lesson-Guitar II

1 Credit - Lab 1

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.

MUS-2148 DJ Advanced Techniques

1 Credit - Class 1

Covers a wide variety of topics from mixing to scratching to branding. Provided with in-depth knowledge and training in the latest technologies, tools and techniques used in contemporary DJ performance and production.

MUS-2152 Music Private Lesson-Piano, Synth, Keyboard II

1 Credit - Lab 1

This course provides individualized instruction in piano technique and repertoire focusing on a student's experience, ability and needs.

MUS-2162 Music Private Lesson-Voice II

1 Credit - Lab 1

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.

MUS-2202 Live Sound Production

3 Credits - Class 2 Lab 2

This course will familiarize students with a variety of sound reinforcement systems. Students will have the ability to professionally and safely prepare, set up and operate these systems. Topics covered also include the knowledge and understanding of the science of live sound, communication with performers and the art of listening. Students will use a PA system to provide sound reinforcement for several scheduled events.

MUS-2203 Audio Production Synthesis

4 Credits - Class 3 Lab 2

Students utilize prerequisite knowledge gained at Hocking College to refine production skills including: writing, producing, recording, editing and mixing audio material.

MUS-2204 Creative Mixing & Sequencing

4 Credits - Class 3 Lab 2

Upon completion, students will establish, a process using editing, plug-ins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will demonstrate critical listening and communication skills to critique fellow students work. Professionalism in the studio, backing up of work and client communication will also be stressed. Students will be exposed to advanced techniques within software and MIDI using applications such as iTunes, Reason, Waveburner, Roxio Toast, and ProTools. Students will learn how to effectively combine their preexisting knowledge of music theory and composition into the digital realm and bring musical ideas to a tangible composition/arrangement through audio/MIDI recording and editing and programming. Students will also be given tasks where a resolution to a problem is required within a competitive deadline.

MUS-2205 Virtual Instruments I

1 Credit - Lab 2

Using the College's digital multi-track recording studio, students will take an in-depth approach to advanced skills and techniques used in today's modern recording environment.

MUS-2206 Music Marketing

3 Credits - Class 3

Using the college's music lab and business resources, students will learn the fundamentals of distributing and marketing music product, as well as the function of branding artists in today's music market. Students will learn both new and traditional methods of marketing music products and will cover subjects such as marketing plans, record promotion, physical and digital distribution, streaming licenses, online and traditional retail, as well as products and licensing opportunities. Upon completion of this course, students will be able to successfully distribute and market their music products through a variety of distribution channels. Attention will also be given to the structure and functions of both major and independent record labels, as well as self-releasing opportunities. Concepts and functions covered will included: A&R, Contracts, Business Infrastructure, Manufacturing, Promotion, and Creative Marketing. Students will also be able to grasp the necessary steps and procedures involved in starting a grassroots label, or operating as a self-employed artist, in their regional market.

MUS-2208 Concert Booking & Promotion (SL)

4 Credits - Class 3 Lab 2

The touring industry also employs thousands of professionals in every support role imaginable. Concert revenue has become a vital avenue for artists to connect with fans and to create sources of revenue. This course provides you with an overview of booking, touring, and concert promotion industry. Simultaneously, this course's emphasis is to provide a "hands on" component to touring and concert promotion. This class will act as the promoter and booking agent for act(s) signed to Can't Live Without Records. During this term you will research existing live performance venues, build a venue database, contact venues to book shows, negotiate terms for personal appearances, building label awareness, build the band's fanbase, create several promotional tools, advance the shows and submit reports of your work.

MUS-2209 Virtual Instruments II

1 Credit - Lab 2

Using the College's digital multi-track recording studio, students will take an in-depth approach to advanced skills and techniques used in today's modern recording environment.

MUS-2212 Live Sound II

3 Credits - Class 3

Live Sound 2 takes students into the digital realm of live sound production. Students learn complex line array configurations, along with more advanced signal processing and patching. Students will also become familiar with the installation of digital sound systems and are made to feel at home among industry standard live digital consoles and various relative equipment preparing them with a competitive edge in the field of live sound production.

MUS-2213 Audio Production Synthesis I

3 Credits - Class 3

Students utilize prerequisite knowledge gained at Hocking College to refine production skills including: writing, producing, recording, editing and mixing audio material.

MUS-2214 Creative Mixing & Sequencing II

3 Credits - Class 3

Upon completion, students will establish, a process using editing, plug-ins, and automation, to record and mix multi-track music projects to stereo including time-based effects, equalization, and compression. Students will demonstrate critical listening and communication skills to

Course Descriptions

critique fellow students' work. Professionalism in the studio, backing up of work and client communication will also be stressed. Students will be exposed to advanced techniques within software and MIDI using applications. Students will learn how to effectively combine their preexisting knowledge of music theory and composition into the digital realm and bring musical ideas to a tangible composition/arrangement through audio/MIDI recording and editing and programming.

MUS-2218 Booking II-Event Promotion

3 Credits - Class 3

This course offers participants "hands-on" experience in concert and event promotion through the professional talent buyer's perspective. Participants will liaise with industry professionals to coordinate (plan, budget execute) and promote events using industry-standard tools and contracts in various regional venues. This course also gives students a service-learning component working with professionals in regional communities.

MUS-2220 Music Capstone

4 Credits - Class 3 Lab 2

Normally, the label's sole function is to create and sell records. As an education institution Can't Live Without Records will feature and promote artists based on creative commons licensure. Meaning, we will give our product away freely. The team will, at different times, act as A&R, publicity, marketing and promotion while also performing administrative duties. Working professionally as a team, you will fill out a team contract, create a timeline and divide the work accordingly. Some items will probably work better if just one person works on it. Other items will work better if both members contribute. Additionally, some action items demand top priority.

MUS-2223 Audio Production Synthesis II

3 Credits - Class 3

Students utilize prerequisite knowledge gained at Hocking College to refine production skills including writing, producing, recording, editing, and mixing audio material. Each student records, mixes, and masters an EP in this course.

MUS-2227 Music Business Synthesis

4 Credits - Class 3 Lab 2

This is the final individual component of all music business students, that will be the Management/Business component of the Final Group Capstone Project in MUS 2150.

MUS-2228 Music Business Synthesis I

3 Credits - Class 3

This is the final individual component of all music business students, that will be the Management/Business component of the Final Group Capstone Project in MUS 2150.

MUS-2229 Music Business Synthesis II

3 Credits - Class 3

This course offers a continuation of hands-on experience creating artist development strategies, and giving hands' on experience building digital promotional content and programming for professional touring artists and their professional teams. This is the final individual component of all music business students and involves work in the studios, labs, and in the field.

MUS-2296 Industry Internship Experience (SL)

2 Credits - Class 2

Under the guidance of an assigned Staff Adviser, students will be expected to complete a minimum of 100 hours of a supervised internship work experience. This work experience is to be a music industry employment opportunity that is closely aligned to the student's field of study. In order to complete their requirements, students will chronicle their experience through an online journal and

final evaluation paper, and will be expected to submit a log of their hours and an evaluation from their employer.

MUS-2650 Music Capstone

4 Credits - Class 3 Lab 2

Normally, the label's sole function is to create and sell records. As an education institution Can't Live Without Records will feature and promote artists based on creative commons licensure. Meaning, we will give our product away freely. The team will, at different times, act as A&R, publicity, marketing and promotion while also performing administrative duties. Working professionally as a team, you will fill out a team contract, create a timeline and divide the work accordingly. Some items will probably work better if just one person works on it. Other items will work better if both members contribute. Additionally, some action items demand top priority.

Natural Resources Law Enforcement

NRLW-1001 Handgun Safety & Proficiency

2 Credits - Class 1 Lab 2

Forty hours instruction including classroom and range. The purpose is to train the student to the skill level of proficiency. Requires firing of rounds until proficiency can be demonstrated by the student.

NRLW-1100 Introduction to NR Law Enforcement

1 Credit - Lab 2

An overview of the Natural Resources emergency services field. Addresses agency identities and roles. Differentiates between Ranger and Police. Examines unique issues in field such as ARPA, environmental crimes, game law enforcement, and generalist/multiple role of rangers.

NRLW-1101 NR Law Fitness

1 Credit - Lab 2

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

NRLW-1102 NR Law Fitness

1 Credit - Lab 2

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

NRLW-1103 NR Criminal Law 3 Credits - Class 2 Lab 2

Explores constitutional Law, Laws of Arrest, Search and Seizure and the Ohio Revised code. Examines the protection and stewardship of natural and cultural resources.

NRLW-1107 NR Information Technology & Equipment Operation

3 Credits - Class 2 Lab 2

Overview of technology in the field such as computer-based reporting: GIS/GPS; advanced radio and data systems; videography; digital photography; environmental and criminal surveillance equipment and data management systems.

NRLW-2101 NR Law Fitness

1 Credit - Lab 2

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the

Course Descriptions

country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

NRLW-2102 NR Law Fitness

1 Credit - Lab 2

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

NRLW-2209 NR Administration & Management

2 Credits - Class 2

Administrative component of resource management from campground management to monitoring subcontractors and for-fee users.

NRLW-2210 Forensic Science-Collection & Preservation (CP/SL)

3 Credits - Class 2 Lab 2

Study of physical evidence used to prosecute modern cases including ballistics, tool marks, hairs and fibers, body fluids, DNA, tire impressions, teeth marks, fingerprints and more.

NRLW-2212 Law Enforcement Management & Operations

3 Credits - Class 2 Lab 2

Policy and procedure from natural resources law enforcement agencies. The legal process for good policy and procedure development, scheduling of manpower and prioritizing.

NRLW-2216 Wilderness First Aid & Survival

2 Credits - Class 1 Lab 2

A basic wilderness first aid/CP course that follows A.S.H.I standards. It is a combination of classroom and field training where students will apply their skills in real world scenarios. Also introduces survival skills for natural resource professionals.

Natural Resources Management

NRM-1112 Field Equipment Operations

2 Credits - Class 1 Lab 2

Students are trained to use equipment that is necessary in the natural resources field, such as chainsaws, tractors, ATVs, boats, etc. Operational training time is included.

NRM-2600 Natural Resources Practicum

1 Credit - Lab 1

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the- job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours. MEETS OHIO BOARD OF REGENTS REQUIREMENTS FOR PRACTICUM HOURS.

Network Systems

NET-1111 Cisco I - Introduction to Networks

4 Credits - Class 2 Lab 4

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum.

NET-1112 Cisco II - Routing & Switching Essent

4 Credits - Class 2 Lab 4

Describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks.

NET-1120 Computer Hardware & Operating Systems

3 Credits - Class 1 Lab 4

This course examines the basic commands and features of personal computer (PC) operating systems. Students learn to install, setup, configure and troubleshoot DOS, Windows and Linux operating systems. Students also examine the architecture of mainframe and PCs, including hardware components of a PC and how they interact. Installing, configuring, and troubleshooting PC hardware and software are covered.

NET-2220 Server Management

3 Credits - Class 1 Lab 4

In this course, the student learns post-installation and day-to-day administration tasks in a Windows based network. Exercises include installing and configuring a network server operating system, web, ftp and database servers, creating a domain tree and implementing group and security policies, managing users and computer into organizational units, integrating internal networks with the Internet, as well as exploring and evaluating current networking technologies.

NET-2650 Network Systems Security (Capstone)

3 Credits - Class 2 Lab 2

In this course, the student learns security concepts and issues including laws and ethics, security policies, risk analysis, vulnerabilities, intrusion methodologies, security auditing and assessment, intrusion detection, incident response procedures, cryptography, and firewalls. Students gain hands-on experience from exercises on both the Linux and Microsoft Windows platforms.

Nursing

NT-1000 PN Introduction to Holistic Care

6 Credits - Class 3 Lab 3 Clinical 6

The focus of this course in the theory, lab and clinical setting will be the attainment of the knowledge, skills and attitudes foundational to the practice of caring, client assessment and competent nursing as a practical nurse.

NT-1010 PN Care Across Lifespan

7 Credits - Class 3 Lab 3 Clinical 9

The theory, lab, and clinical components of this course provide an introduction to the principles and practice of practical nursing fundamentals, basic nursing techniques, and patient assessment across the lifespan.

NT-1014 PN Intro Pharmacology

2 Credits - Class 2

This course emphasizes the nursing process related to medication administration for the practical nurse. The study of pharmacokinetics will be incorporated as well as the relationship of drug administration to concepts of health and body system alterations.

NT-1020 PN Care of Diverse Clients

7 Credits - Class 3 Lab 3 Clinical 9

The course focuses on common health alterations of adult clients. Using the nursing process as a framework, course content includes modules on a variety of medical-surgical conditions. The clinical rotations occur primarily in the adult acute care medical-surgical setting.

Course Descriptions

NT-1030 PN Legal/Transition

1 Credit - Class 1

This course focuses on concepts related to interpersonal skills and attitudinal elements essential to nursing practice. Students will investigate the legal aspects of nursing and the legal and ethical issue of child abuse. Preparing the student for the transition into the world of nursing will be emphasized.

NT-1031 PN Child Health

1 Credit - Class 1

This course will focus on providing developmentally appropriate, family-centered care to children and their families within the scope of practice of the practical nurse. Emphasis will be placed on characteristics of the well child and common pediatric health alterations.

NT-1034 PN Drug Classifications

2 Credits - Class 2

This course focuses on selected drug classifications. Emphasis is placed on patient care implications of drugs, incorporating information required by a practical nurse for the proper assessment, care, evaluation and education of the patient.

NT-1035 PN IV Therapy

1 Credit - Lab 3

An introductory course that includes theoretical and clinical knowledge related to the role, accountability, and responsibility of the Practical Nurse in IV Therapy. This course combines both online and skills lab learning activities.

NT-1400 LPN to RN Transition

1 Credit - Class 1

This course is designed to enable the student to explore integrative concepts in nursing and to assist the student in transition from licensed practical nurse to registered nurse. The student will refine and update previous learning in addition to identifying goals for successful transition into the registered nursing program. In the classroom, the student will learn through the application of concepts. The student will demonstrate the ability to solve problems using the nursing process with a focus on client assessment and effective communication.

NT-1510 Fundamental Concepts of Nursing

6 Credits - Class 3 Lab 4 Clinical 3

This foundational course introduces students to the essential concepts, skills, and professional standards required for safe, patient-centered nursing care. Students will explore the scope and standards of nursing practice, clinical judgment, health promotion, and management of chronic illness across the adult lifespan. The course integrates key concepts such as communication, documentation, ethics, cultural competence, collaboration, and evidence-based practice. The course also introduces students to healthcare delivery systems, interprofessional teamwork, informatics, and legal/ethical responsibilities. Through a combination of lecture, lab, simulation, and clinical experiences, students will develop beginning proficiency in basic nursing interventions and care planning. Students will apply the nursing process and priority-setting frameworks to real-world patient scenarios while building critical thinking and decision-making skills. This course lays the foundation for lifelong learning and the development of professional identity as a nurse.

NT-1520 Health Assessment

2 Credits - Class 1 Lab 2

Introduces foundational concepts and skills necessary for conducting comprehensive and focused health assessments across the lifespan. Students will learn systematic techniques for collecting health histories and performing physical examinations using a head-to-toe and body systems approach. Emphasis is placed on the development of clinical reasoning, identification of normal versus abnormal findings, and

effective documentation and communication of assessment data.

Through a combination of lectures, laboratory practice, and simulation, students build competence in patient-centered assessment techniques that support safe, evidence-based nursing care.

NT-1530 Adult Health I

6 Credits - Class 3 Lab 3 Clinical 4.5

This course focuses on patient-centered care for adults of all ages experiencing common acute and chronic stable physical and mental health alterations. The student will build on fundamental concepts of communication and collaboration, evidence-based practice, and safe, effective quality care. Clinical experiences coupled with simulation laboratory practice assist students in continued development of skills, implementation of the nursing process and development of nursing judgment to integrate theory into practice. The student will have the opportunity to plan and provide care for adult patients each clinical rotation in a medical surgical setting.

NT-1540 Pharmacology

3 Credits - Class 3

This course introduces the student to the role of the professional nurse in drug therapy for patients of all ages. The focus of this course is on the principles associated with safe and effective medication administration, including basic pharmacokinetics, drug control laws, selected methods of medication administration, and dosage calculation. This course introduces drug classifications for the various body systems.

NT-1550 Introduction to Pharmacology

2 Credits - Class 2

This course introduces the student to the role of the professional nurse in drug therapy for patients of all ages. The focus of this course is on the principles associated with safe and effective medication administration, including basic pharmacokinetics, drug control laws, selected methods of medication administration, and dosage calculation. This course introduces drug classifications for the various body systems.

NT-2200 Adult Health II

6 Credits - Class 3 Lab 3 Clinical 4.5

This course focuses on the management of patient-centered care for adults of all ages experiencing acute and chronic, multisystem, complex health alterations. The student will synthesize and integrate the concepts of collaboration, evidence based practice, and safe, effective quality care. Clinical experiences coupled with simulation laboratory practice assist students in assimilation of skills, inquiry, and development of nursing judgment to integrate theory into practice. The student will have the opportunity to plan and provide care for adult patients based on acuity level within medical-surgical or critical care areas.

NT-2230 Pediatrics/Maternal Newborn

4 Credits - Class 2 Lab 4

Prepares students to utilize the nursing process to provide evidence-based nursing care to maternal, newborn, and pediatric populations. Building on prior knowledge, students will develop and apply clinical judgment to assess, plan, and manage care for clients across the reproductive and pediatric lifespan from pregnancy and childbirth through infancy, childhood, and adolescence. Students will learn health promotion and wellness topics as well as common acute, congenital, and chronic health alterations affecting this population. Throughout the course, students will engage in therapeutic communication, teaching, and collaboration with families to enhance health literacy and promote positive outcomes. Technology and informatics are integrated to support clinical decision-making, documentation, and interprofessional practice. Simulation experiences reinforce theoretical learning and provide opportunities for students to demonstrate professional competence in real-world maternal and pediatric care scenarios.

Course Descriptions

NT-2250 Mental Health

3 Credits - Class 2 Clinical 3

This course focuses on building a foundational knowledge base in mental health nursing. Students explore a range of psychiatric conditions, theoretical models, and the application of the nursing process to mental health care. This theoretical groundwork supports understanding the complexities of mental health disorders and interventions. Students will have structured, guided opportunities to apply theoretical knowledge in real-world scenarios. Students will develop and refine interpersonal and therapeutic communication skills and practice the nursing process in diverse care situations. These include experiences with individuals facing anxiety disorders, mood disturbances, and thought process alterations. This course places a strong emphasis on self-awareness and reflection on one's own values, beliefs, and behaviors; sensitivity to the needs of others, particularly those living with mental illness; and the development of competent interpersonal skills necessary for effective therapeutic engagement.

NT-2650 Nursing Capstone/Leadership

7 Credits - Class 4 Lab 2 Clinical 6

This course focuses on trends in professional nursing, the development of leadership and management of care knowledge, and the behaviors required for the beginning nurse generalist. The student examines current issues and trends which impact the profession, and discusses legal, economic, political, cultural, and ethical issues that impact the nurse, the profession, and the delivery of health care. The clinical experiences provide opportunities to apply leadership and management of care through collaboration with members of the health care team. The student assumes professional nursing roles working under the supervision of faculty or RN preceptors. Clinical and simulation laboratory activities focus on developing the competencies needed to transition into entry-level nursing practice.

NT-2651 Nursing Capstone & Leadership

6 Credits - Class 3 Lab 2 Clinical 6

This culminating course is designed to prepare ADN students for the transition from nursing student to professional nurse. It emphasizes leadership, clinical judgment, prioritization, delegation, and effective communication within the interdisciplinary healthcare team. Students apply knowledge from prior coursework in increasingly complex clinical scenarios through lecture, simulation, and lab experiences. The preceptorship component allows students to work under the guidance of a registered nurse in a real-world clinical setting, refining time management, critical thinking, and patient care skills. Emphasis is placed on professional accountability, evidence-based practice, and readiness for safe, entry-level practice.

Office Administration

OAT-1114 Electronic Communications

3 Credits - Class 3

This course examines the use of email systems, communication protocols, Google applications, maintenance of websites, and electronic document sharing.

Parks & Museum Education

PM-1100 Introduction to Interpretation

2 Credits - Lab 4

An orientation to the field of interpretation with field trips to interpretive facilities to observe professional interpreters.

PM-1118 Environmental Education Techniques

3 Credits - Class 2 Lab 2

Development of skills related to hands on approach of teaching in the outdoors and about the natural world. Coursework includes

certification in Project WILD, Project WET, and Project Learning Tree. Students will investigate existing curriculum resources, as well as creative development of individual techniques related to various content areas. Emphasis is placed on relating programming to existing public school proficiencies and grade-specific outcomes. Introduction to effective recreational programming to be incorporated, including team-building initiatives. Practical application to be implemented at local schools and events.

PM-1121 Interpretive Guide Techniques

3 Credits - Class 2 Lab 2

Principles and practices to prepare and conduct guided visitor activities including guided walks and illustrated programs for diverse audiences.

PM-2109 Night Interpretation

1 Credit - Lab 2

Techniques of planning and presenting night programs for a variety of audiences and settings.

PM-2215 Historical Interpretation

2 Credits - Lab 4 Introduction to research and program development related to cultural and historical interpretation. Focus on practical and pre-industrial historical skills and local history content.

PM-2240 Interpretive Facilities & Display Design

3 Credits - Class 2 Lab 2

Focus on key aspects of nature/visitor center concept, design, layout and funding requirements. Multiple aspects of center movement and education display creation.

PM-2420 Trail & Waterway Interpretive Guide

3 Credits - Class 2 Lab 2

Introduction to interpretive and nature trail design and layout. Outdoor construction technique and equipment operation. Waterway trail development and instructor level paddle course.

PM-2650 Interpretation Capstone (SL)

3 Credits - Class 2 Lab 2

Practical, hands on experience in nature center and museum operations planning and delivering of audiences.

Physical Education

PED-1401 Beginning Swimming

1 Credit - Lab 2

Creates a sound foundation for aquatic and safety skills. Learn fundamental aquatic locomotion, floating, proper breathing techniques, and what to do in an aquatic emergency.

Physical Therapist Assistant

PTA-1100 Introduction to Physical Therapy

1 Credit - Class 1

Introduction to health care in the United States, particularly as it relates to physical therapy and the roles of the physical therapist and physical therapist assistant

PTA-2201 Fundamentals of Physical Therapy

5 Credits - Class 3 Lab 4

Basic patient handling skills including ROM, transfer and gait training. Fit and use of assistive devices, vital signs and pertinent emergency procedures, infection control including handwashing and sterile techniques. Explores the role of the PTA with special patient populations.

Course Descriptions

PTA-2202 Kinesiology

2 Credits - Class 1 Lab 2

Introduction to biomechanical principles of human movement with applications to physical therapy data collection and intervention.

PTA-2204 Musculoskeletal Problems

3 Credits - Class 2 Lab 2

Injury, disease and treatment of the musculoskeletal system across the lifespan emphasizing orthopedic dysfunctions, special tests, treatment interventions and progressions. Focus on pathologies, safety, indications, and contraindications for specific orthopedic conditions based upon stages of tissue healing, type of procedure performed and clinical findings.

PTA-2205 Physical Therapy Procedures

5 Credits - Class 3 Lab 4

Physiologic and therapeutic effects of physical agents, includes indications/contraindications, application and documentation of above.

PTA-2207 PTA Clinical Issues & Role Transition

1 Credit - Class 1

Prepare for the transition from student to professional, integration of clinical experience and review for the licensure exam and Jurisprudence exam for the State of Ohio.

PTA-2208 PTA Clinical Experience I

2 Credits - Class 1 Lab 9.5

Student will practice skills acquired to date in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. A seminar component addresses the clinical experience and issues in physical therapy.

PTA-2209 PTA Directed Practice II

4 Credits - Class 1 Lab 15

Planned clinical experience. Students apply physical therapy data collection and interventions in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

PTA-2210 Cardiopulmonary Function

2 Credits - Class 1 Lab 2

Physiology of exercise, energy metabolism and principles of aerobic conditioning. Includes cardiorespiratory and physiology, cardiac rehabilitation and pulmonary diseases and treatment. Methods of exercise training are reviewed. Pharmacological interventions and actions are included.

PTA-2211 Pathophysiology of Disease

2 Credits - Class 2

Familiarizes the student with various disease processes, especially those seen in the physical therapy setting. Includes related pharmacology.

PTA-2212 PTA Clinical Seminar

2 Credits - Class 2

Designed to acclimate students and finalize all clinical preparations for students enrolled in the second or clinical year of the program. Includes orientating, processing all required clinical immunizations, medical testing, completing all other required documentation, along with learning the online clinical assessment program and its assessments. Review of the pertinent law and Ohio and tri-state PT codes prior to clinical experiences.

PTA-2214 Rehabilitation Procedures (SL)

3 Credits - Class 2 Lab 2

Neuromuscular physiology, injury, disease and rehabilitation of children and adults. Pertinent pharmacological interventions and implications for therapy actions are addressed.

PTA-2215 Principles of Exercise

2 Credits - Class 1 Lab 2

Physiologic and therapeutic effects and their application of a various types of exercise. Focus on safety, indications and contraindications. Exercise principles are applied across age and diagnoses lines including pediatric, women's health and geriatric populations.

PTA-2218 Rehabilitative Procedures

1 Credit - Class 1

An exploration of neuromuscular injuries, diseases and includes treatment following amputation. Principles are learned across age and diagnoses lines, including pediatric and geriatric populations. Pertinent pharmacological interventions and actions are addressed.

PTA-2219 Rehabilitative Procedures Lab

1 Credit - Lab 2

Treatment interventions for previously learned neuromuscular injuries, diseases and includes treatment following amputation. Principles are applied across age and diagnoses lines, including pediatric and geriatric populations. Pertinent pharmacological interventions and actions are addressed.

PTA-2220 Cardiopulmonary Function

1 Credit - Class 1

An exploration of cardiorespiratory physiology, cardiac rehabilitation, and pulmonary diseases. Reviews the physiology of exercise, energy metabolism and principles of aerobic conditioning. Theory of the methods of exercise training are reviewed. Pharmacological interventions and actions are included.

PTA-2221 Cardiopulmonary Function Lab

1 Credit - Lab 2

Treatment interventions for previously learned cardiorespiratory physiology, cardiac rehabilitation and pulmonary diseases. Reviews the physiology of exercise, energy metabolism and principles of aerobic conditioning. Methods of exercise training are applied. Pharmacological interventions and actions are included.

PTA-2222 Musculoskeletal Problems

1 Credit - Class 1

An exploration of injuries and diseases of the musculoskeletal system across the lifespan, emphasizing orthopedic dysfunctions, special tests, case studies, and progressions. Focus on pathologies, safety, indications, and contraindications for specific orthopedic conditions based upon stages of tissue healing, type of procedure performed, and evidence based clinical findings.

PTA-2223 Musculoskeletal Problems Lab

1 Credit - Lab 2

Treatment interventions for previously learned injuries and diseases of the musculoskeletal system across the lifespan, emphasizing orthopedic dysfunctions, special tests, case studies, and progressions. Focus on pathologies, safety, indications, and contraindications for specific orthopedic conditions based upon stages of tissue healing, type of procedure performed, and evidence based clinical findings.

PTA-2224 Principles of Exercise

1 Credit - Class 1

An exploration of the physiological and therapeutic effects of exercise, with the theory of a variety of therapeutic exercise principles including resistance exercise, stretching, strengthening, arthrokinematics, stabilization, and exercise progression.

PTA-2225 Principles of Exercise Lab

1 Credit - Lab 2

Treatment interventions for previously learned physiological and therapeutic effects, with the application of a variety of therapeutic exercise principles including resistance exercise, stretching,

Course Descriptions

strengthening, arthrokinematics, stabilization, and exercise progression.

PTA-2228 PTA Clinical Experience II

3 Credits - Class 1 Lab 7

Planned clinical experience. Students apply physical therapy data collection and interventions in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

PTA-2650 PTA Directed Practice III (Capstone)

4 Credits - Class 1 Lab 15

Planned clinical experience. Students apply physical therapy data collection and interventions in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

PTA-2651 PTA Clinical Experience III (Capstone)

3 Credits - Class 1 Lab 7

Planned clinical experience. Students apply physical therapy data collection and interventions in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

Physics

PHYS-1201 Physics - Motion

4 Credits - Class 3 Lab 2

Covers the study of forces, Newton's laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids.

PHYS-1202 Physics - Heat, Light & Sound

4 Credits - Class 3 Lab 2

Heat transfer, energy transformation, heat engines, air conditioning, wave motion and vibration, sound and hearing, light wave motion, mirrors and lenses, reflections, refraction, absorption and dispersion of light, diffraction and interference and optical instruments.

Police Science

PSCI-2255 Peace Officer Basic Academy

18 Credits - Class 25 Lab 15

Provides basic police training based on Student Performance Objectives (SPOs) as outlined by the Ohio Peace Officer Training Council. Upon successful completion the student is eligible to take the Ohio Peace Officer certification exam.

PSCI-2255A Peace Officer Basic Academy - Part A

9 Credits - Class 12.5 Lab 7.5

This course is Part A of the Peace Office Basic Academy. Parts A and B are required to complete the Academy. Provides basic police training based on Student Performance Objectives (SPOs) as outlined by the Ohio Peace Officer Training Council. Upon successful completion of Part A and B the student is eligible to take the Ohio Peace Officer certification exam. Class topics covered during this semester will be administration, legal, human relations, subject control techniques, physical conditioning and critical incident stress awareness.

PSCI-2255B Peace Office Basic Academy - Part B

9 Credits - Class 12.5 Lab 7.5

This course is Part B of the Peace Office Basic Academy. Parts A and B are required to complete the Academy. Provides basic police training based on Student Performance Objectives (SPOs) as outlined by the Ohio Peace Officer Training Council. Upon successful completion of Part A and B the student is eligible to take the Ohio Peace Officer certification exam. Class topics covered during this semester will be subject control, impact weapons, physical conditioning, firearms, driving, patrol, traffic, Homeland Security, and investigations.

PSCI-2290 Police Science Special Topics

0.25 Credit - Class 5 Lab 5

Structured exploration of a specific topic(s) by participants in a group.

Psychology

PSYC-1101 General Psychology

3 Credits - Class 3

This course serves as a comprehensive and in-depth study of the theories and applications of psychology. The course consists of an overview of topics in the areas of both clinical and experimental psychology including memory, personality, consciousness, physiological bases of behavior, sensation and perception, motivation and emotion, human development, learning, abnormal behaviors and social processes.

PSYC-1115 Educational Psychology

3 Credits - Class 3

The applications of psychological theories, models and principles to education settings. Major topics include an overview of education; cognitive, language, social and affective development; cognitive, behavioral, humanistic, and social learning models of learning; thinking and remembering; theories of motivation; intelligence and creativity; individual differences and their affect (culture, gender, social class, ethnicity, etc.); effective instructional strategies and classroom management; assessment of student learning.

PSYC-1120 Organizational Behavior

3 Credits - Class 3

Students will study human behavior in the workplace. In addition, students will study, experience, and demonstrate individual and group behavior techniques that work in the world of work. Topics include personality influences, motivation, conflict & negotiation, group and team processes, job design and satisfaction, decision making and communication, organizational culture, and diversity, legal and ethical issues in contemporary organizations.

PSYC-2151 Developmental Psychology

3 Credits - Class 3

Physical, emotional, social and intellectual development of an individual from conception to death. Emphasizes normal growth and development of the individual with discussion of genetic and environmental factors that can cause developmental abnormalities.

PSYC-2152 Abnormal Psychology

3 Credits - Class 3

This course is designed to introduce the student to the scientific study of abnormal behavior through examination of the most prevalent behavioral and emotional problems in the population. The concepts of normality, abnormality, psychopathology, and treatment methods are presented and discussed. The course presents students with an opportunity to understand some of the controversial issues and unresolved problems that psychologists undertake as they attempt to ameliorate psychological suffering in the population.

PSYC-2170 Child Development

3 Credits - Class 3

Explores physical, emotional, social, and cognitive development of an individual from conception through childhood. The coursework emphasizes normal growth and development with discussions of biological and environmental factors that influence development.

Course Descriptions

Real Estate

RE-1101 Principles & Practices of Real Estate

3 Credits - Class 3

This is an introduction to real estate, the economics of the real estate business, and the general practices performed in the listing and selling of real estate. The course offers a basic knowledge of the real estate business by covering the physical, legal, locational, and economic characteristics of real estate, real estate markets, regional and local economic influences on real estate values, evaluation, financing, licensing, and professional ethics. This course meets all state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.

RE-1102 Real Estate Law

3 Credits - Class 3

Real Estate Law includes all areas of law of common concern to the typical real estate practitioner and investor-consumer. The course addresses areas of the law of agency, law of fixtures, freehold and leasehold, estates, conveyance of real estate, real estate managers, and licensing laws of Ohio, zoning, cooperatives and condominiums. This course meets all state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.

RE-1130 Real Estate Finance

3 Credits - Class 3

Real Estate Finance covers four major topics of real estate financing: financing instruments and creative financing techniques; in-depth mortgage payment patterns and concepts, economic characteristics and standards, and financing of single and income-producing properties; sources and availability of mortgage money and credit and the impact of various factors on the mortgage market; and special government activities having an impact on real estate financing. This course meets state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.

RE-1140 Real Estate Appraisal

3 Credits - Class 3

Real Estate Appraisal stresses the methodology of appraising the single-family residential property and the theory underlying appraisal techniques. This course covers the three basic techniques of appraising: market comparison, penalized cost of replacement, and income approach (GMRM). This course meets state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.

Robotics

ROB-1010 Introduction to Industrial Robotics

3 Credits - Class 2 Lab 2

This course is intended for an operator, technician, engineer or programmer who must setup and record programs on a robot. The course covers the Robot Operation outline intermixed with the tasks required to set the specific application, test, run and refine the program and production setup.

ROB-1020 Robotics Programming

3 Credits - Class 2 Lab 2

This course covers the basic tasks and procedures required for an operator, technician, engineer, or programmer to setup, teach, test and modify iRvision application on R3iB Robot Controller.

ROB-2020 Advanced Robotics Applications

3 Credits - Class 2 Lab 2

This course will provide procedures for creating a HandlingPRO virtual workcell. When completed, the workcell created will contain a FANUC robot with end-of-arm tooling, one or more fixtures for holding a part and a robot TPP Program which moves the part from one fixture to the other.

ROB-2600 Advanced Manufacturing Practicum

2 Credits - Class 1 Lab 7

The students will acquire a practicum site in the field of Advanced Manufacturing to develop skills in the field and learn about the working environment. This practicum site could lead to employment or used to support the required need for experience before employment.

ROB-2650 Advanced Manufacturing Capstone (SL)

5 Credits - Class 4 Lab 6

This course will give students chance to implement a solution for a real world problem. Students will come up with solutions based on the content they learn from prior courses.

Social Work

SW-1000 Introduction to Social Work

3 Credits - Class 3

This course is designed to introduce students to the world of the Social Worker. The course will offer an overview of the profession's principles and practices within the social welfare system. The basic frameworks for interventions, case management services and social services delivery are introduced for today's societal needs. Students will practice demonstrating critical thinking and decision-making skills, as well as an understanding of current social problems and an approach to begin to implement a proper solution. Students will apply for the PCOCA certification.

SW-1100 Introduction to Social Welfare

3 Credits - Class 3

This course is designed to introduce students to the social services, institutions and provisions offered through the social welfare system of the United States. It will examine the historical background and development of the current social welfare system, along with the imminent social issues and problems facing at-risk populations in today's 21st century society. Students will also complete a volunteer project based in their choice of area within the social services field and present a reflection paper on their experience as part of a requirement of the course.

SW-1200 Group Process

3 Credits - Class 3

This course is designed to introduce students to the approaches used in group counseling within a clinical setting. Students will explore the differences in group types and appropriate theories used to develop and conduct group process. They will also examine the important factors in leadership development and style, as well as the important role the appreciation of diversity plays in creating and conducting successful groups within the counseling arena.

SW-1210 Case Management

3 Credits - Class 3

This capstone course incorporates prior information to assist the students in utilizing a team approach to providing services to clients.

Course Descriptions

Several mock case studies are provided in which the teams must utilize their skills demonstrating professional and approved methods of providing case management services to both adjudicated persons and clients seeking services in the human services agencies; including evaluation, treatment & discharge planning and intervention.

SW-1400 Ethics in Social Work

3 Credits - Class 3

This course is designed to introduce the student to the basic values, principles and standards for the Social Work. Students will learn a code of ethics applicable for their future career and will utilize case studies and a post-test to determine their understanding of material in the course.

Sociology

SOCI-1101 Introduction to Sociology

3 Credits - Class 3

A comprehensive and in-depth study of the theories and applications of Sociology. This course covers the nature of human society, social behaviors and factors affecting their development. Topics include culture, socialization, social organization, groups, institutions, normative and deviant behavior and social stratification.

Sports Management

SPRT-1000A Sports Management Mentorship A

1 Credit - Class 1

Provides an opportunity for students to gain clarity on their career goals and develop their own network through a mentor relationship with a professional in the sports industry. The course is designed to help students increase their workplace savvy, gain clarity on their career interests, develop their networking skills and successfully make the transition from college to the workplace through a mentor relationship with a professional. Program Mentors lead presentations during class sessions and provide key learning experiences for students. During the mentorship, students develop a web portfolio and maintain a blog to journal the experiences from their contact hours.

SPRT-1000B Sports Management Mentorship B

1 Credit - Class 1

Provides an opportunity for students to gain clarity on their career goals and develop their own network through a mentor relationship with a professional in the sports industry. The course is designed to help students increase their workplace savvy, gain clarity on their career interests, develop their networking skills and successfully make the transition from college to the workplace through a mentor relationship with a professional. Program Mentors lead presentations during class sessions and provide key learning experiences for students. During the mentorship, students develop a web portfolio and maintain a blog to journal the experiences from their contact hours.

SPRT-1000C Sports Management Mentorship C

1 Credit - Class 1

Provides an opportunity for students to gain clarity on their career goals and develop their own network through a mentor relationship with a professional in the sports industry. The course is designed to help students increase their workplace savvy, gain clarity on their career interests, develop their networking skills and successfully make the transition from college to the workplace through a mentor relationship with a professional. Program Mentors lead presentations during class sessions and provide key learning experiences for students. During the mentorship, students develop a web portfolio and maintain a blog to journal the experiences from their contact hours.

SPRT-1000D Sports Management Mentorship D

1 Credit - Class 1

Provides an opportunity for students to gain clarity on their career goals and develop their own network through a mentor relationship with a professional in the sports industry. The course is designed to help students increase their workplace savvy, gain clarity on their career interests, develop their networking skills and successfully make the transition from college to the workplace through a mentor relationship with a professional. Program Mentors lead presentations during class sessions and provide key learning experiences for students. During the mentorship, students develop a web portfolio and maintain a blog to journal the experiences from their contact hours.

SPRT-1100 Foundations of Sports Management

3 Credits - Class 3

Provides students with the foundations and principles of sports administration. Overview of structure, knowledge and skills for sports managers.

SPRT-1101 Legal Aspects & Governance of Sports

3 Credits - Class 3

Concentrates on the areas of sports law and sports governance from amateur through professional sports. The course provides information into the legal issues related to sports and examines the purpose and practice of sports governance and how it relates to sports administration.

SPRT-1105 Fundamentals of Athletic Coaching & Leadership

3 Credits - Class 3

Basic principles for development of youth, interscholastic and professional athletes through leadership and coaching theory.

SPRT-1200 Introduction to Sports Performance Measurement & Analytics

3 Credits - Class 3

Provides students with an understanding of the field of analytics as applied to sports. Students will learn about the application of analytics in sports for purposes of in-game strategy, player performance, team management, sports operations, and fantasy competitions, among many other topics. The course utilizes exploratory data analysis, predictive modeling, and presentation graphics, showing real-world implications for athletes, coaches, team managers, and the sports industry. Upon completion of this introductory course, students will understand the importance for sport organizations to analyze, interpret, and communicate data efficiently and effectively in sport.

SPRT-1210 Sports, Wellness & Society

3 Credits - Class 3

Examines the impacts of recreation and sport activities and the social/cultural history of sports and its influence on our social institutions, such as politics, the economy, and government. This course examines issues such as race, gender, deviance and social problems, and youth socialization in relationship with sports.

SPRT-1220 Sports Sales, Ticketing Operations & Promotions

3 Credits - Class 3

Examines the diverse and changing environment of ticket and operation sales in the sport industry. The course will introduce students to the discipline of ticket operations by studying policy development, ticket distribution, customer service, ticketing technology, legal issues in ticketing, ticket pricing, and the secondary ticket market.

SPRT-1230 Sport Marketing & Communications

3 Credits - Class 3

Explores the dynamic world of marketing and communications within the sports industry. Students will gain a comprehensive understanding of how strategic marketing and effective communication shape sports organizations, engage fans, and drive revenue.

Course Descriptions

SPRT-2100 Facilities & Event Management

3 Credits - Class 3

Exposure to event planning and managing sports events for professional, amateur and collegiate, commercial, recreational, and club sports.

SPRT-2110 Sports Management Fundraising

3 Credits - Class 3

Explore the necessary components of fundraising in sport and athletics at all levels. The course will blend the necessary components of fundraising theory and development of fundraising programs and events. Students will learn the importance of fundraising for volunteer sports, non-profit sport organizations, amateur sport organizations, high school and collegiate level sport organizations. Topics include fundraising program planning, board of directors, managing volunteers, fundraising control and evaluation.

SPRT-2115 Athletic Coaching Methods

3 Credits - Class 3

Using coaching theory and coaching observations to develop practical insight and techniques in athletic coaching.

SPRT-2120 Sports Management Adult Development & Aging

3 Credits - Class 3

This introductory course is designed to explore the importance of aging in individuals and in society. It provides an integrated overview of the study of aging and the analysis of the social and cultural influences on health in adulthood and later life. Students will learn about issues such as biological change, health behaviors, disease prevention, nutrition and physical exercise, sexuality, substance abuse, overmedication and dementia, and mental-health issues related to physical health among older adults. The course will emphasize the role of physical activity and other lifestyle choices in modifying the aging process and in influencing the onset and progression of the chronic diseases which accompany aging.

SPRT-2130 Sports Media Relations

3 Credits - Class 3

Studies the basic knowledge and understanding of media relations in sports. Emphasizes building and managing an effective media relations program on the high school, intercollegiate and professional level. Examines news releases, hometown features, contest management, press conferences, statistics, and publications.

SPRT-2600 Sports Events & Community Development (Practicum)

4 Credits - Class 4

Designed to develop greater breadth and depth of students' understanding and experience within the industry. It concentrates on how sport events can draw support from and make a difference in communities. This course provides the student with a field experience in the area of sports management and community.

SPRT-2601 Sports Management Practicum I

1 Credit - Class 1

Gain clarity on career goals with a sports management professional. Work with an athletic department to gain hands-on experience.

SPRT-2602 Sports Management Practicum II

1 Credit - Class 1

Create a portfolio of sports management internships in the athletic department.

SPRT-2650 Leadership in Sports (Capstone)

4 Credits - Class 4

Provides sport management majors an opportunity to demonstrate achievement in their major and engage in self-reflection. Students will develop a portfolio. Components include reflective essays and samples of relevant professional work completed during the college experience.

SPRT-2651 Sports Events & Community Development (Capstone)

4 Credits - Class 4

How sports events can draw support from, and make a difference in, communities. Field experience within the community.

State Tested Nurse Aide

STNA-1000 State Tested Nurse Aide

4 Credits - Class 2 Lab 1.5 Clinical 0.5

This course follows the Ohio Department of Health State of Ohio Nurse Aide Training and Competency Evaluation Program Standards and Guidelines (NATCEP) and when completed enables the student to sit for the State Tested Nurse Aide test. This course covers providing assigned or delegated tasks, personal care needs of residents, and providing personal care services and activities assigned by a nurse. Students will use equipment in the classroom and nursing skills laboratory and will also provide nursing related services to residency in an Ohio long-term care facility.

Supervision

SUPR-1117 Hospitality Supervision

2 Credits - Class 2

Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles.

SUPR-2235 Supervision & Leadership

3 Credits - Class 3

Designed for managers and supervisors who enter at the first line of management and supervision. Introduces the fundamental principles, processes and practices of management and supervision.

Theatre

THEA-1102 Acting I

3 Credits - Class 3

This class focuses on applying acting techniques and principals. Through the study of verbal and nonverbal communication, improvisational work, and the analysis of written texts, students will determine appropriate acting choices and explore the role of the theatrical actor.

Timber Harvesting & Tree Care

THTC-1101 Tree Care

3 Credits - Class 1 Lab 4

Techniques in tree care: Students will learn proper techniques for tree care. Following guidelines set out by the International Society of Arboriculture (ISA), emphasis will be given to assessing tree health, tree structure and growth patterns. In addition, students will practice limbing and pruning with chainsaws and non-mechanical tools. The emphasis is on caring for and maintaining healthy trees in urban/suburban settings.

THTC-1102 Timber Harvest

3 Credits - Class 1 Lab 4

Techniques in timber harvesting: Students will learn proper techniques for felling and sawing downed timber, including sawing spring poles and stems under tension. The five-step safety plan will guide responsible tree felling. In addition, students will learn to plan out a timber harvest to maximize efficiency and safety. Students will become experienced using chainsaws, skidders, and other equipment necessary to conduct a timber harvest.

Course Descriptions

Water & Wastewater Management

WWM-1110 Water/Wastewater Health, Safety & Security

2 Credits - Class 2

Safety and security course covering hazards, process safety management, risk management plans, emergency and security issues. Emergency response plans will be discussed with special consideration of site safety and security vulnerability.

WWM-1120 Water/Wastewater Sampling & Analysis

2 Credits - Class 2

Introduction to water and wastewater sampling and analysis techniques and procedures. Will build the foundational principles regarding scientific laboratory procedures to collect organics, inorganic, metallic and non-metallic water containments.

WWM-1130 Stormwater Management

2 Credits - Class 2

Introduction to the principles, practices and issues regarding erosion and sediment control in the context of municipal stormwater management.

WWM-1200 Emerging Issues in Water & Wastewater

2 Credits - Class 2

Introduces students to issues such as asset management, topics in the news and new technologies.

WWM-1251 Math & Chemistry Applications for Operators

4 Credits - Class 4

Designed to prepare students for the Operator Certification Exam. Covers principles of chemistry, electricity, hydraulics, and mathematics. Course content will be discussed and applied within the context of water and wastewater treatment.

WWM-1270 Water/Wastewater Laws & Regulations

2 Credits - Class 2

Applicable water and wastewater federal and state environmental laws and regulations. Laws within the regulatory process and historical context. Emphasis on contaminant levels.

WWM-1430 Drinking Water Treatment

3 Credits - Class 3

Encompasses processes, operations, maintenance, treatment techniques, laboratory procedures and administrative procedures. Holistic approach to drinking water treatment.

WWM-1440 Wastewater Treatment

3 Credits - Class 3

Course encompasses processes, operations, maintenance, treatment techniques, laboratory procedures and administrative procedures. Holistic approach to wastewater treatment.

WWM-2100 Water Reuse

3 Credits - Class 3

Introduces the concept of water reuse including its issues, treatment technologies and the application of reclaimed water.

WWM-2120 Wastewater Collection

3 Credits - Class 3

Comprehensive course describing wastewater collection systems. Emphasis will be placed on inspection and collection procedures, pipe cleaning, repair and new construction of pipes, and lift stations.

WWM-2151 Industrial Waste Treatment

3 Credits - Class 3

Comprehensive industrial wastewater treatment course encompassing processes, operations, maintenance and treatment techniques. Emphasis on holistic approach to industrial waste treatment.

WWM-2180 Water/Wastewater Microorganisms

3 Credits - Class 3

This course allows students to learn to identify bacteria, viruses, protists, protozoa, metazoan, algae and fungus in water and wastewater.

WWM-2210 Water Distribution

3 Credits - Class 3

Water distribution systems will be explored including storage facilities, water mains, valves meters, system disinfection, water quality, and system operation and maintenance.

WWM-2231 Water Resource Management & Protection

3 Credits - Class 3

Applied drinking water hydrology course underscoring water management and protection. Water quality and inventory management will be discussed as each relate to biophysical, social, and economic issues.

WWM-2400 Wells & Reservoirs

2 Credits - Class 2

This course will introduce students to the construction, maintenance and management of wells and reservoirs.

WWM-2600 Water/Wastewater Practicum

1 Credit - Class 1

A directed practicum in water or wastewater. Provides students an avenue to apply previously learned concepts and practices in a work situation. Allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

WWM-2650 Water/Wastewater Utilities Management (Capstone/SL)

4 Credits - Class 4

A capstone course designed to manage all safety, administrative, and maintenance duties within a utility operation. Students will investigate and remediate scenarios through creative and critical thinking strategies.

Website & Application Development

WEB-1101 JavaScript I

3 Credits - Class 3

Introduction to programming with JavaScript. Learn general syntax, variables, data types, loops, conditional statements, functions and accessing objects. Learn about JavaScript prototypal Object Oriented Programming and how it differs from Java's class-based approach.

WEB-1102 HTML/CSS I

3 Credits - Class 3

Introduction to the browser DOM. Begin creating a portfolio website. Use CSS3 to style HTML. Introduction to semantic HTML. Discuss Waterfall and Agile workflows, scrums, and Kanban boards. Create and use a Git repository. Learn Git and Git flow.

WEB-2600 Web Development for Non-Profits (SL/PR)

2 Credits - Class 2

Students will use all the knowledge they have gained to create or update a website for a local nonprofit or charitable organization pending approval from the College. This class will cover web

Course Descriptions

development from beginning to end, creating automated tasks to compile production code from development sources.

Welding

WELD-1120 Introduction to Welding

2 Credits - Lab 4

Principles, calculations and basic concepts of electric arc and gas welding, brazing and soldering.

WELD-1121 Introduction to Welding

3 Credits - Class 2 Lab 2

Principles, calculations and basic concepts of electric arc and gas welding, brazing and soldering.

WELD-2121 Intermediate Welding

2 Credits - Lab 4

Upon completion of this course, students will demonstrate the ability to prepare materials and weld 6010/7018 electrode in basic joint configuration and positions. Students will develop welding in 2F, 3F, and 4F positions. Finally, students will demonstrate fabrication techniques sufficient to use industry-standard shop equipment to build a project.

WELD-2122 Advanced Welding

2 Credits - Lab 4

Upon completion of this course, students will demonstrate the ability to select, prepare, and weld carbon steel. Students will demonstrate the ability to perform and pass a 3G vertical up weld test according to the D1.1 Structural Steel code book, 2015 edition. Upon successful completion of this weld test, students will have the opportunity to complete a third-party weld test.

WELD-2123 Metals & Gasses

2 Credits - Class 1 Lab 2

Upon successful completion of this course, students will demonstrate the ability to perform a variety of welding techniques requiring gases or gas shielding for welding, including brazing and soldering. Students will set up, operate and perform GMAW, FCAW, and GTAW processes in various positions.

WELD-2124 Pipe Welding

6 Credits - Class 4 Lab 4

Upon successful completion of this course, students will demonstrate the ability to identify and prepare pipe for welding, perform SMAW with 6010/7018 welding rod in a V groove open root joint, perform SMAW on carbon steel pipe in 6G position, and pass a D1.1/ASME qualifying weld test in the 6G position.

WELD-2600 Welding Practicum

2 Credits - Class 1 Lab 7

Develop skills to prepare the student for the welding industry. Build a specified project from prints to product using math and measuring skills. Understand weld procedures and concepts. Using lab machinery to fabricate these projects. Develop a resume' from certifications and skills earned during the semester.

Wildlife Management

WLM-1056 Wildlife Ecology & Identification

3 Credits - Class 2 Lab 2

This course is the first wildlife management class wildlife resources management students take at Hocking College. Lectures cover animal ecology and taxonomy, ecology and management of upland game birds, waterfowl, and mammals.

WLM-2104 Wetland Ecology & Management

1 Credit - Lab 2

Comprehensive study of ecological development, physical characteristics and values of wetlands in North America. Wetland classification methods.

WLM-2115 Wildlife Management

3 Credits - Class 1 Lab 4

Focuses on the theory and techniques of wildlife management, including the discussion of forest, grassland, riparian and wetland ecosystems. Discusses applied wildlife management.

WLM-2145 Wildlife Techniques

3 Credits - Class 2 Lab 2

Use of wildlife literature, preparation of technical reports, estimating wildlife population numbers, wildlife radiotelemetry, capture, handling, and marking of wildlife.

WLM-2203 Environmental Ethics

3 Credits - Class 3

Introduction to traditional ethical theories and systems, deontology, natural law, virtue ethics, utilitarianism and ethical relativism.

WLM-2210 Wildlife & NR Law & Policy

3 Credits - Class 2 Lab 2

Identifies various agencies responsible for the management of wildlife and its habitats. Discusses the role that federal, state, and local agencies have on wildlife populations.

WLM-2212 Ecology & Management of Grassland Wildlife

2 Credits - Class 1 Lab 2

Ecology and conservation of indigenous and introduced grassland ecosystems with focus on the tall-grass prairie region. Identification of cool and warm season grasses.

WLM-2219 Wildlife Radiotelemetry

1 Credit - Lab 2

Techniques used to instrument and track radio-marked animals and data analysis. Use and evaluation of transmitter types, antenna types, and receiver types. Field labs include monitoring free-ranging, instrumented animals.

WLM-2227 Management of Forest Wildlife

1 Credit - Lab 2

Focuses on the theory and techniques of wildlife management, including discussion of forest, grassland, riparian and wetland ecosystems. Discusses applied wildlife management.

WLM-2251 Biostatistics for Wildlife Management

3 Credits - Class 3

Fundamental concepts of experimental design and analysis in traditional and contemporary wildlife management inquiry. Data sets that highlight both field and laboratory research analysis.

WLM-2270 NR Conservation Contractor Seminar

2 Credits - Lab 4

Students will learn to prepare contracts that include project budgets, providing bids for landowners for conservation practices related to farm bill programs. Students will implement conservation practices to the satisfaction of the client and agencies involved.

WLM-2272 Ornithology

2 Credits - Class 1 Lab 2

Study of local birds including migrant and resident. Origin and evolution anatomical characteristics, mating and nesting habits, general behavioral patterns, habitat requirements.

Course Descriptions

WLM-2650 Wildlife Capstone (SL)

4 Credits - Class 1 Lab 6

Held at the Sauber Center and pathology labs. Hands on labs. Students work in groups of four to collect data. Use of equipment to collect data.

Administration

Name	Title	Name	Title
Arnold, Deborah S.	Office Manager, Natural Resources	Knight, Jean A.	Admissions Processing Specialist
Arnold, Rebecca L.	Associate Registrar	Koons, Terrence L.	Executive Director, Student Engagement & Success
Bailey, Joshua K.	Director, Human Resources		Executive Director, Talent Development, Strategic Init
Barlow, Jewell S.	Office Manager, Allied Health & Nursing	Lemke, Amanda S.	Executive Director of Facilities & Skill Trades Chair
Barron-Holcomb, Kelly A.	Trio Academic Advisor/Coordinator/Tutor	Lutz, Bryan E.	Custodial Supervisor
Barrows, Roger L.	Student Clerk, Pace Lab	Lynn, David R.	TRIO Academic Advisor/Coordinator/Tutor
Baumgartel, Rudy	Director, Grounds & Landscape Design	Mason, Robyn T.	Dean, Arts & Science/Education Program/Foundation Lead
Berry, Justin P.	Executive Chef, 740 Rescue Kitchen		Facilities Supervisor, Construction
Blanton, Mandy L.	Enrollment Navigation Manager	Monroe, Jim M.	Cook 3 (Full-Time)
Brown, Andrew W.	Enrollment Navigation Manager	Monroe-Price, Janelle A.	Head Football Coach/Director of Player Personnel
Brown, David W.	Custodial Supervisor	Moore, Craig	Facilities Supervisor, Electrical & Safety Systems
Brown, Missy D.	Coordinator, Nursing Clinicals & Special Projects		Executive Assistant to the Vice Presidents
Campbell, Ryan K.	Construction & Facilities Project Manager	Moore, Eric S.	Manager of Library Services
Canter, Debra D.	Financial Aid Services Associate	Morrison, Amy J.	Director, Educational Pathways
Cassady, Angelina M.	Admissions Concourse Coordinator		TRIO Advisor/Tutor
Clift, Rachel D.	Dean, Allied Health & Nursing	Ousley, LaDora	Athletic Director
Cline, Kayla I.	General Accountant	Pae, Alicia A.	Maintenance HVAC - Technician II
Cline, Lori A.	HCWB On Site Medical Manager	Parsons, James H.	Chief of Staff
Cummin, John R.	Enrollment Navigation Manager	Patrick, Ben B.	Cook 3 (Full-Time)
Cummings, Josh A.	Accounts Receivable Specialist	Pooler, Wade	Manager, Marketing & Communications
Cummins, Heather D.	Office Administrator, Workforce Development	Powell, Stephen S.	Accounts Payable Specialist & Accountant
Dave, Komal K.	Director, Institutional Research	Roberson, Traci L.	Assistant Director, Financial Aid
Davis, Emily S.	Executive Director, Institutional Effectiveness & Assess	Rodrigue-Barnes, Michael R.	Director of Student Activities & Engagement
Davis, Lori B.	Custodian		Chief of Police, Director of Campus Safety
Denney, Alexis N.	Cook 2 (Full-Time)	Russell, Gina	Director, Food Services
Devore, Tristan A.	Electrician	Russell, Mary E.	Facilities Supervisor, Plumber
Dickerson, Rachael E.	Enrollment Navigation Manager	Salmons, Kyle D.	Assistant Athletic Director
Dotson, Monica S.	Director, Events & Production		Senior Payroll Accountant
Ellerbrock, Douglas A.	Facilities Supervisor, Project Manager	Schons, Robert J.	Director, Grant Development & Management
Enterline, Marilu B.	Assistant to Chief of Staff for Facilities		Executive Vice President
Fleming, Dianne L.	Director, Learning Management Systems	Smith, Janet M.	Dean, Workforce Development
Francis, Migoy C.	Director, Sales & Operations of The Lodge & Conference	Smith, Mark E.	Dispatcher, HC Police Department
Fuller, Kyle D.	Executive Assistant to the President	Stonebraker, Mallory K.	Custodian
Fuller, Mark	VP, Chief Financial Officer/ Treasurer	Taylor, Kimberly L.	Director, TRIO & Strengthening Institutional Programs
Gagne, Ginger L.	Coordinator, Rescue Kitchen Program	Taylor, Samuel E.	Interim Maintenance Tech
Gawf, Thomas A.	Director, Student Center Operations	Tudor, Jarrod R.	Dean School of Natural Resource & Public Safety
Graley, Tara D.	Office Manager, General Studies & Sciences	Vassell, Eladio C.	Director, Foundation
Guada, Hannah A.	VP, Student Experience & Success Support Services	Wade, Elijah D.	Assistant Dean Allied Health & Nursing
Hall, Betsy M.	Associate Director, Food Services	Watkins, James A.	Executive Chef, Rhapsody
Helser, Ronnie	Custodian, Perry Campus	Watson, Molly A.	General Accountant
Herold, David A.	Director of Academic Support & Disability Services		Registrar
Hertel, Jessica N.	Equine Complex Manager	Waugh, Grant W.	Director, Food & Beverage
Hixson, Sarah L.	Senior Accountant & HR Support	Weiler, Robert R.	President, Hocking College
Howe, Ward	Director of Financial Planning & Analysis		
Jackson, Cindy	Custodian	Wells, Douglas J.	
Kennedy, Joelle E.	Manager, Residential Life	Wilderman, Doris E.	
		Williams, Shawndray D.	
		Wilson, Autumn M.	
		Wolf, Diane K.	
		Yanity, Jennifer A.	
		Young, Betty K.	

Full-Time Faculty

Name	Title	Name	Title
Abdella, Mark A.	Director of Workforce Operations	Valdovinos, Matthew M.	Program Director, Film & Video Production
Alder, William D.	Executive Director, Fleet	Walls, Timothy S.	Director, Fish Management & Aquaculture
Arrington, Alexander B.	Director, Anatomy & Physiology/ Nursing Support Lab	Warfield, Trevor S.	Director, Advanced Manufacturing/ Robotics
Barrera, Baylee J.	Dental Hygiene Clinic Coordinator	Wedel, Coral M.	Program Manager, Fashion Design & Retail Merchandising
Bauers, Cynthia K.	Faculty, NR Biological Sciences 9 Month	Wilt, Eric F.	Farrier Science Manager
Boru, Getachew	Faculty, NR Biological Sciences 9 Month	Winland, Scott H.	Program Manager, Music
Bosco, Derrick T.	Manager, Fish Hatchery		
Braglin, James K.	Manager, Fire Science & Emergency Services Site		
Brown, Andrew D.	Manager, Heavy Equipment		
Carter, Bradley A.	Director, Wildlife Resources Management		
Carter, Jimmy R.	Program Director, HVAC		
Cass, Ronald L.	Faculty, NR Biological Sciences 9 Month		
Clary, Corey L.	Director, Food Truck & Catering Chef		
Conner, Cynthia	Director, Canine Boarding & Grooming Facility		
Coy, Kimberle A.	Director, Pathway to Prosperity		
Davis, Amanda F.	Faculty, Nursing Instructor 12 Month		
DePriest, Norma J.	Program Director, Cyber Security		
Elliott, Homer L.	Faculty, Wildlife Management 9 Month		
Fizer, Kandy L.	Faculty, Nursing Instructor 12 Month		
Gaddis, Janelle	Program Manager, Nursing		
Grabow, Diane M.	Program Director, Early Childhood Education		
Grooms, Chelsea M.	Associate Director, Business Management		
Grove, Jared M.	Director of Sports Management & Intramurals		
Grubb, Rebecca A.	Director, Communications & English Center for Excellence		
Hatfield, Dale L.	Forest & Tree Care Manager		
Hoffman, Emily B.	Faculty, Nursing Instructor 12 Month		
Hopkins, Karelle	Faculty, Dental Hygiene 12 Month		
Jones, Jason S.	Associate Director, Fleet Operations		
Kasler, Jonathan R.	CDL Manager		
Kessler, Michael W.	Faculty, NR Timber Harvest 9 Month		
Malfe, Misti	Director, Dental Hygiene		
McClain Eskey, Jennifer R.	Director, Criminal Justice & NR Law Enforcement		
McConnell, Paul E.	Faculty, NR Law Enforcement 9 Month		
McCormick, William A.	Program Manager, NR Drone & Geospatial Technology		
Molden, Melissa L.	Director, Fire Sciences & EMS		
Murray, Zackary	Program Manager, Construction		
North, Jeffery A.	Director, Parks & Museum Education		
Phillips, Adam J.	Director, Math Support Lab		
Richards, Hailey J.	Manager, Training and Boarding		
Runkle, David R.	Director, Forest Management		
Sclama, Vincenzo	Faculty, Culinary Arts 9 Month		
Shingler, Crystal D.	Program Director, Medical Assistant 9 Month		
Swanson, David A.	Faculty, Wildlife Management 9 Month		

Glossary

Academic Advisor – Advisors help students plan their program of study and course selection.

Academic Probation – If a student's grade point average is below 2.0 for two consecutive semesters, he or she is in danger of being dismissed from school. A student on probation should see their academic advisor prior to the time of registration for classes.

Academic Program – Student's academic area of study.

Accreditation – To become accredited, a college, university or particular degree program must meet or exceed certain minimum education competency standards (local, state or national.)

Add/Drop – If students need to add a course or drop a course after registering or want to change sections, they must complete the drop/add process, on a form that is submitted to the Registrar's Office.

Admission – Fulfilling all entrance requirements so a student may register for classes.

Alumni – Graduates of Hocking College are called alumni.

Articulation Agreements – Colleges and universities agree to identify courses that will transfer and may guarantee junior status to Hocking students. Also, Hocking College agrees to give college credit for selected course work taken in high school. Other articulation agreements exist with companies or agencies and may only apply to specific degree programs.

Associate Degree – This degree awarded by Hocking College is in a career area or transfer program. Students need to talk to an academic advisor about degree types, such as Associate of Arts (A.A.), Associate of Applied Business (A.A.B.), Associate of Applied Science (A.A.S.) and Associate of Science (A.S.).

Associate of Individualized Study (A.I.S.) – Those who want to design their own degree program should use the different courses of study in liberal arts, or combine the liberal arts with technical areas of study.

Associate of Technical Study (A.T.S.) – Those who have technical degree goals that cannot be met through existing programs may find this a good alternative.

Audit – To take a course without being responsible for homework or tests, students may audit a class. Students will not earn a grade for an audited class, but the course will show on their record as an audit. Auditing students register during late registration and pay the regular tuition.

Bachelor's Degree – Also called a baccalaureate degree, the bachelor's degree is awarded by a four-year institution and usually indicates successful completion of at least a four-year course of study.

Blackboard – Hocking's Learning Management system where course content is located.

Certificate of Completion – This program of study trains students in skills essential to a particular career area, but not at the level required for an associates degree.

Change of Academic Program – To change from one academic program to another, students meet with an academic advisor and complete a form in the Registrar's Office. This change will be indicated on the students' records and will not affect the cumulative grade point average.

Credit Hour – Usually refers to the number of hours per week a student attends class and for which he or she can earn credits toward completion of a course of study. In many cases, the number of hours per week that a class meets determines the number of credit hours the class is "worth."

Curriculum – The total program of courses required for a degree or certificate in the student's academic program.

Dean – This administrator directs an academic school (such as Allied Health and Nursing, Natural Resources and Public Safety) at the college.

Dean's List – Students who have a grade point average of 3.5 or above; have no "F" or "I" grades in the term; are carrying 9 or more credit hours; and are in good academic standing are on the "Dean's List" each term.

Degree Audit – A review to determine progress toward the completion of a degree. For those who change academic programs, a separate degree audit is needed. (This is different from "auditing" a course.) Degree audits can be viewed in Self-Service under My Progress.

Distance Learning – Students can take courses anytime, any place through video, online, and at off-campus sites.

Drop/Add – If students need to add a course or drop a course after registering or want to change sections, they must complete the drop/add process, on a form that is submitted to the Registrar's Office.

Elective – Courses that fulfill the requirements for a degree but are not in the academic program subject area.

Estimated Family Contribution (EFC) – Is a calculated formula established to determine a family's financial strength and what they are able to contribute toward the students' education.

Glossary

Expunge – Remove a grade from the transcript.

Federal Parent PLUS Loan for Undergraduate Students (FPLUS)

– A federal direct loan program designed to assist parents with student's educational costs.

Federal Stafford Loan Program (FSLP)

– A federal direct loan program designed to assist a student with educational costs.

Federal Supplemental Educational Opportunity Grant (FSEOG)

– A federal grant provided to assist a student with exceptional financial need as determined by the EFC.

Federal Work Study Program (FWS)

– Provides opportunities for part-time employment, either on or off campus. To determine eligibility, students should stop by the Office of Financial Aid Services.

Financial Aid – Grants, scholarships, loans, and federal work-study positions that help in financing college education.

Financial Aid Suspension – Occurs when a student fails to complete hours and/or fails to meet SAP guidelines.

First Year Student – One who is registered in a specific program and has earned fewer than 31 semester hours of credit, including transfer credit.

Free Application for Federal Student Aid (FAFSA) – The application submitted by a student and parent(s) to the U.S. Department of Education to determine eligibility for federal and state financial aid.

Full-time Student – Is registered for 12 or more credit hours per semester.

General Education Diploma (G.E.D.) – This nationally recognized high school equivalency diploma is awarded for successfully completing the G.E.D. test.

Grade Point Average (G.P.A.) – Students can calculate their G.P.A. by dividing the total number of points assigned to the letter grades earned (for instance, a B = 3 points) by the total number of credit hours completed in a given period.

Hybrid Course – A portion of the course requires face-to-face classroom time, and a portion requires access to online course activities via a computer.

Hold – Those students who owe fees, such as parking or library fines, or have books or equipment that belong to the college, will not be able to register further or get a transcript. This is called putting a "hold" on the students' records.

I.D. Card – Required for all Hocking College students. The Cashier's Office, Library, and Student Center all require student ID to be presented. Meal plans and residence hall access are

also tied to the student's ID card. The first ID card is free of charge, with replacement cards costing \$25.

Individualized Degrees – These programs are Associate of Technical Study and Associate of Individualized Study. Students design the program with help of the A.I.S./A.T.S. coordinator.

Judicial Hold – The consequence of failing to comply with judicial sanctions.

Judicial Probation – Occurs as a result of judicial sanctions and must be complied with to remain in good standing.

Master Promissory Note (MPN) – The binding legal document the student signs before he or she receives a student loan.

National Student Loan Database System (NSLDS) – Database for federal student aid where students can find out about the aid received throughout their academic history.

Non-credit – No grades are awarded for certain educational experiences, such as one-day workshops on improving skills.

Part-time Student – Registered for 11 credit hours or less per semester.

PELL – Federally funded grant awarded by the federal government. If eligible, this award adjusts to how many hours the student is enrolled. Enrollment status is full time (12 or more hours), three-quarter time (9-11 hours), half-time (6-8 hours), or less than half (5 hours or less).

Prerequisite – For a particular area of study, students have to complete all courses as preliminary work before they can register for a more advanced course.

Program Outcomes – At the end of the degree program, students need to have acquired specific skills and knowledge called outcomes.

Registration for Classes – Before each semester begins, students have a registration period to sign up for courses and pay fees.

Residency for Fee Purposes – Established by the State of Ohio, these rules determine the amount of tuition and fees a student has to pay based on several factors, including where he or she lives. Changing an address does not automatically change residency.

Residency for Graduation Purposes – Students are required to complete the last 20 hours of credit at Hocking College to earn a degree. Students in specific Hocking-approved programs must earn a minimum of 15 credit hours in addition to any special credit and/or transfer credit. See "Graduation Requirements."

Glossary

Sanctions – Penalties to provide incentives for obedience with the Hocking College Student Code of Conduct.

Satisfactory Academic Progress (SAP) – To be eligible for federal student aid, students must meet Satisfactory Academic Progress (SAP) standards. There are qualitative (grades) and quantitative (credits) measures used to determine SAP. For a complete description of the SAP policy, please visit: <https://www.hocking.edu/sap-guidelines>

Second Year Student – One who is registered in a specific program and has earned at least 31 semester hours of credit, including transfer credit, but not a degree.

Section of a Course – A section is one of a number of classes offering the same course in the same semester. When students register, they must choose both a course and a section for that course.

Self-Service – Hocking’s online Registration & Student Records system.

Semester – The academic year at Hocking College is divided into three terms known as Autumn, Spring and Summer Semesters.

Sequence – A series of courses taken in a specific order.

Service Learning – Service Learning is a teaching method that combines community service with academic instruction focusing on critical, reflective thinking, and civic responsibility. Service Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility and commitment to the community.

TBA – “To be arranged,” indicates that meeting details are still pending with an academic department to complete a course requirement.

Transcript – Prospective colleges, universities and employers may require this official written record of students’ course registrations and grades.

Tuition – The dollar amount students pay for academic instruction.

Tutor – Person who provides help with academic work. Free academic assistance is available outside the regular classroom for some Hocking College classes. Students should ask their advisor or visit the Academic Success Center for tutoring assistance.

University Center – A program designed to assist students plan their transfer to four-year colleges and universities.

Verification – Process by which the U.S. Department of Education or Hocking College requires the student and parent

to submit certain written documents to confirm the information on the FAFSA. The documents may include, but are not limited to, tax forms, household size and untaxed income received.



1. Summit Residence Hall	7. Natural Resources	13. Davidson Hall (Library)	18. Campus Police	24. Robbins Crossing	Admissions Office
2. Sycamore Residence Hall	8. Visual Arts Center	14. Public Safety Building	19. Tennis Courts	25. Baseball and Softball Field	Bike and Walking Path
3. Equine Arena	9. John Light Hall (Admissions)	15. North Residence Hall	20. Burn Tower	26. Football Field	Bike and Foot Bridge
4. Farrier Sciences	10. Oakley Hall	16. Downhour Residence Hall	21. Fleet Garage	Accessible Parking	Equine Exercise Fields
5. Horse Barn	11. Student Activity Center	17. Hocking Heights Residence Hall	22. McClenaghan Center for Hospitality Training	Visitor Parking	Hocking Parkway
6. Horse Barn	12. Shaw Laboratory		23. Nature Center	Student Parking	Loop Road

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